

Personnel—General

Reassignment

**Headquarters
Department of the Army
Washington, DC
1 October 1990**

Unclassified

SUMMARY of CHANGE

AR 600-8-11
Reassignment

This regulation--

- o Consolidates AR 612-10, AR 614-6 (para 1-6), AR 614-30 (paraas 4-1 thru and chap 6), AR 614-100 (paras 6-16 thru 6-22 and 6-32), AR 614-200 (paras 2-24 thru 2-27 and app E), and DA Pam 600-8-10 (including MILPER MEMO 88-4).
- o Changes all references from MILPERCEN to PERSCOM as appropriate.
- o Changes the acronym MILPO to MPD or PSC.
- o Changes the requirements to determine the soldiers assignment eligibility and qualification from 15 days to 30 days from date of EDAS cycle (para 1-10).
- o Changes the requirement to conduct the reassignment interview from 15 days to 30 days from date of EDAS cycle (para 1-10).

Effective 1 November 1990

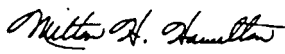
Personnel—General

Reassignment

By Order of the Secretary of the Army:

CARL E. VUONO
General, United States Army
Chief of Staff

Official:



MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

History. This UPDATE printing publishes a new Department of the Army regulation.

Summary. This regulation prescribes the

policies, operating tasks, and steps governing the military personnel reassignment function.

Applicability. This regulation applies to the Active Army, the Army National Guard, and the U.S. Army Reserve.

Proponent and exception authority. Not applicable

Internal control systems.

This regulation is subject to the requirements of AR 11–2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are being developed and will be published at a later date.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAPE–MP) WASH DC 20310–0300.

Interim changes. Interim changes to this

regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency for this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to PERSCOM, Alexandria, VA 22331–0455.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12–09–E, block number 3926, intended for command levels A, B, C, D, and E for Active Army, D for ARNG, and D for USAR.

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*This regulation supersedes AR 612–10, 1 August 1981; AR 614–6 (para 1–6), 6 August 1984; AR 614–30 (paras 4–1 thru 4–3 and chap 6), 16 March 1988; AR 614–100 (paras 6–16 thru 6–22 and 6–32), 15 July 1984; and AR 614–200 (paras 2–24 thru 2–27 and app E), 5 July 1984; and DA Pam 600–8–10, 25 July 1985. It also rescinds DA Forms 5113–R, May 1985; 5114–R, July 1983; 5115–R, July 1983; 5116–R, May 1985; 5119–R, May 1985; 5120–R, July 1983; 5122–R, July 1983; and 5229–R, July 1983.

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Chapter 1

The Reassignment Function

Section I

Introduction

1-1. Purpose

This regulation describes the Reassignment function of the Military Personnel System and is linked to AR 600-8. This regulation provides principles of support, standard of service policies, tasks, rules, and steps governing all work required in the field to support Reassignment.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Deputy Chief of Staff for Personnel (DCSPER) will serve as the senior Army policy official for the reassignment processing of all soldiers.

b. The Commander, U.S. Total Army Personnel Command, (PERSCOM) has functional responsibility for the reassignment processing of all soldiers and will issue assignment instructions (AI) for all soldiers.

c. The Judge Advocate General (TJAG) and the Chief of Chaplains (CCH) are responsible for the reassignment of warrant and commissioned officers of their branches.

1-5. The Heads of Headquarters, Department of the Army (HQDA) agencies and activities and commanders of major Army commands (MACOM)

The Heads of HQDA agencies and activities and commanders of major Army commands with requisitioning authority are authorized to make Personnel Service Company (PSC) reassignments.

1-6. Manpower resources

The Manpower Staffing Standards System (MS3) recognizes the Reassignment function as being the functional responsibility of the Personnel Reassignment Work Center of the Military Personnel Division (MPD) or PSC. Manpower officials will use the workload factors (steps in this regulation) to determine the manpower authorizations.

1-7. Levels of work

Most personnel work in the field is performed at three primary levels: Unit, Battalion, and Installation (or some equivalent in the tactical force). This regulation covers guidance on those levels.

a. Unit and battalion-level work is performed at that level.

b. Installation-level work is subdivided into workcenters. This regulation will prescribe the workcenter required to perform the work for manpower purposes.

1-8. The personnel reassignment process

The personnel reassignment process verifies the eligibility of soldiers who receive AI, provides travel assistance, prepares soldiers for movement, and confirms their departure. It consists of reassignment verification, travel assistance, departure document processing, and tactical Army combat service support (TACCS) operations.

Section II

Principles and Standards

1-9. Principles of support

The Military Personnel System will direct a function (see AR 600-8) to—

a. Verify the eligibility of soldiers to satisfy PERSCOM AI.

- b.* Assist in the family movement process.
- c.* Prepare soldiers for movement and confirm their departure.
- d.* Support the Army's distribution function.

1-10. Standards of service

a. The Reassignment function—

(1) Is a peacetime military personnel function.

(2) Is resourced in tables of distribution and allowances (TDA) linkage for the tactical force.

(3) Does not deploy with the tactical force.

(4) Is the functional responsibility of the Personnel Reassignment Work Center.

b. All of the following will be accomplished within 30 days of the Enlisted Distribution Assignment System (EDAS) cycle date:

(1) Soldiers will be notified of their assignments.

(2) The DA Form 5118-R (Reassignment Status and Election Statement) will be completed.

(3) Soldiers' eligibility will be determined.

(4) Orientations and briefings will be attended.

(5) Interviews will be conducted.

(6) Deletions and deferments will be submitted.

c. Soldiers will be notified of their assignments within 7 days of the EDAS cycle date through Reassignment notification.

d. Battalions will return their part of DA Form 5118-R eligibility to the MPD or PSC within 3 days of receipt.

e. Pre-movement orientations will be conducted at least monthly and made available to soldiers and families.

f. MPD or PSC will determine the soldier's eligibility and qualifications for the new assignment within 30 days of the EDAS cycle date.

g. Interviews will be conducted within 30 days of the EDAS cycle date for soldiers who appear to have a disqualifying factor.

h. Regulatory deletions and deferments will be submitted within 30 days of the EDAS cycle date.

i. Deletion or deferment will be submitted to CDR PERSCOM within 10 days of the change in soldiers' status.

j. When the deletion or deferment condition occurs later than 30 days after the EDAS cycle date, the request will be initiated within 72 hours after the occurrence and will reach PERSCOM within 10 calendar days of the occurrence.

Section III

Policies

1-11. Enlisted reassignment policy

All enlisted permanent change of station (PCS) moves must meet requirements of AR 614-30 and AR 614-200.

1-12. Officer reassignment policy

All officer PCS moves must meet requirements of AR 614-100.

1-13. Reporting soldiers with preparation of overseas replacements (POR) discrepancies

Soldiers who arrive in an overseas command with POR problems will be reported directly to the losing command. Information copies of this correspondence will be provided to PERSCOM and the losing MACOM.

1-14. Assignment instructions

a. AI for soldiers who are available for immediate movement will be issued by electrical message or through the Army Automated Reenlistment/Reclassification System (RETAIR) Hotline for reenlistees and will be confirmed by EDAS. The message or Hotline constitutes the authority to move the soldier. The soldier will not be held pending receipt of AI through EDAS.

b. The MPD or PSC will verify the eligibility of soldiers for a proposed assignment. If appropriate, the MPD or PSC will request deletion or deferment. Soldiers will be advised of their assignments within 7 days of the EDAS cycle date through Reassignment notification.

c. Battalions will return a completed DA Form 5118-R to the MPD or PSC within 3 days of receipt.

d. MPD or PSC will determine the soldier's eligibility and qualifications for the new assignment within 30 days of the EDAS cycle date.

e. Interviews will be conducted within 30 days of the EDAS cycle date.

f. Regulatory deletions will be submitted within 30 days of the EDAS cycle date.

g. Changes in status will be reported within 10 days of the change.

h. When the deletion or deferment condition occurs later than 30 days after the EDAS cycle date, the request will be initiated within 72 hours after the occurrence and will reach PERSCOM within 10 calendar days of the occurrence.

i. Pre-movement orientations will be conducted monthly and made available to soldiers and families.

Section IV

HQDA Addresses and Telephone Numbers

1-15. Addresses for policy and procedure Use the addresses and telephone numbers below in all communication with HQDA that is required under the provisions of this regulation.

a. For information on policy, send request through command channels to HQDA (DAPE-MP), WASH DC 20310-0300.

b. For information on procedures, send request through command channels, to the following specific addresses:

(1) Chapter 1 and 2: CDR, PERSCOM, (TAPC-EPO-E), ALEX VA 22331-0455 on AUTOVON 221-4413 for deletions, deferments, and stabilizations; CDR, PERSCOM, (TAPC-EPO-O), ALEX VA 22331-0455 on AUTOVON 221-8490 for EDAS; CDR, U.S. Army Central Personnel Security Clearance Facility, (PCFC-SC), Fort Meade, MD 20755-5250 on AUTOVON 923-7613 for security investigations and clearances; CDR, PERSCOM, (TAPC-EPO-H), ALEX VA 22331-0400 on AUTOVON 221-8090 for general enlisted reassignment.

(2) Chapter 3: CDR, PERSCOM, (TAPC-OPD-M), ALEX VA 22332-0400 on AUTOVON 221-0830 for officer reassignment.

(3) Chapter 4: CDR, PERSCOM, (TAPC-MOT), ALEX VA 22332-0431 on AUTOVON 221-0579 for travel assistance; CDR, U.S. Army Community and Family Support Center (CFSC-FSA), ALEX VA 22331-0521 on AUTOVON 221-9391 for family member deployment screening.

(4) Chapter 5: CDR, PERSCOM, (TAPC-PDO), ALEX VA 22332-0474 on AUTOVON 221-4052 for leave outside the continental United States (OCONUS); CDR, PERSCOM, (TAPC-EPO-H), ALEX VA 22331-0400 on AUTOVON 221-8090 for preparing PCS orders; CDR, PERSCOM, (TAPC-MOT), ALEX VA 22332-0431 on AUTOVON 221-0579 for travel assistance; and CDR, U.S. Army Community and Family Support Center (CFSC-FSA), ALEX VA 22331-0521 on AUTOVON 221-9391 for family deployment screening and pre-move orientations.

(5) Chapter 6: CDR, PERSCOM, (TAPC-EPS-A), ALEX VA 22331-0456 on AUTOVON 221-4711 for deployment of units under the Unit Manning System; and CDR, PERSCOM, (TAPC-EPS-A), ALEX VA 22331-0456 on AUTOVON 221-4708 for deployment under the Regimental System.

(6) Chapter 7: CDR, PERSCOM, (TAPC-FSO-T), ALEX VA 22332-0495 on AUTOVON 221-9410 for SIDPERS; CDR, PERSCOM, (TAPC-EPO-O), ALEX VA 22331-0455 on AUTOVON 221-8490 for EDAS AI.

(7) Chapter 8: CDR, PERSCOM, (TAPC-MOB-EX), ALEX VA 22332-0431 on AUTOVON 221-6297 for mobilization.

1-16. Addresses for general officers

To inform the Office, Chief of Staff, U.S. Army of leave address

and leave days send memorandum to HQDA (DACS-GOM), Room 2B749, Pentagon, WASH DC 20310-0200.

1-17. Addresses for enlisted personnel

Enlisted personnel requests should be sent to the specific address as stated below.

a. Request for change of tour: CDR, PERSCOM, (TAPC-EPO-C), ALEX VA 22331-0455.

b. Request submitted for deferment or deletion based on compassionate reasons which require approval of PERSCOM. CDR, PERSCOM, (TAPC-EPO-E), ALEX VA 22331-0455.

c. To notify PERSCOM of locally approved cases involving soldiers in grades SGM/CSM and MSG(P)/1SG(P), send messages by Automated Digital Network (AUTODIN) to: CDR, PERSCOM, ALEX VA//TAPC-EPZ-E//.

d. Request for deletion or deferment (other than compassionate) for initial entry training enlisted soldiers and new accessions: CDR, PERSCOM, (TAPC-EPO-O), ALEX VA 22331-0457.

e. Request for deletion or deferment (other than compassionate) for all enlisted soldiers except trainees, new accessions, MSG/1SG(P), and SGM/CSM: CDR, PERSCOM, (TAPC-EPO-E), ALEX VA 22331-0455.

f. Request for deletion or deferment (other than compassionate) for MSG/1SG(P) and SGM/CSM: CDR, PERSCOM, (TAPC-EPZ-E), ALEX VA 22331-0450.

g. To inform PERSCOM of locally approved compassionate deferment and new arrival month: CDR, PERSCOM, (TAPC-EPO-E), ALEX VA 22331-0455.

h. To report a soldier who did not meet required qualifications or who cannot become qualified before scheduled departure from home station (including locally-approved deferment and regulatory and operational deletion and deferment): CDR, PERSCOM, (TAPC-EPO-E), ALEX VA 22331-0455.

i. Request for early arrival, including those that involve temporary duty (TDY) enroute and those by the gaining command, that exceeds 60 calendar days: CDR, PERSCOM, (TAPC-EPO-E), ALEX VA 22331-0455.

j. To inform PERSCOM of locally approved requests for early arrival: CDR, PERSCOM, (TAPC-EPO-E), ALEX VA 22331-0455.

k. To report followup written notification that EDAS cycle or message was not received within 30 calendar days of telephonic notification of AI from PERSCOM: CDR, PERSCOM, (TAPC-appropriate career management branch or whoever issued telephone notification) ALEX VA 22331-0455.

l. Request for confirmation or change of AI for soldier in grade MSG/1SG on a promotion list to SGM/CSM prior to departure from home station, send message to: CDR, PERSCOM, ALEX VA//DAPC-EPZ-E//.

m. To report soldier security clearance disqualification: CDR, USAREC, (PCRE-FR), Fort Benjamin Harrison, IN 46249-5300.

n. To inform PERSCOM of soldier security clearance disqualification: CDR, PERSCOM, (DAPC-ALS), ALEX VA 22332-0400.

o. To report OCONUS based soldier who has not received AI from PERSCOM 120 days before date eligible for return from overseas (DEROS), send message to: CDR, PERSCOM, ALEX VA//TACP-EPS-C//.

p. To report OCONUS based soldier who has not received AI 85 days before DEROS, call: PERSCOM, (TAPC-EPS-C), ALEX VA (1st PERSCOM call AUTOVON 221-0050/8376, 8th PERSCOM call AUTOVON 221-0469/0569, and those without a liaison office at PERSCOM call AUTOVON 221-7957).

q. Request for resolution when garbled or incomplete SIDPERS AI cannot be resolved locally, call: PERSCOM, (TAPC-EPO-O), ALEX VA 22331-0455 on AUTOVON 221-8493.

r. Request for movement of family members to a designated location OCONUS: CDR, PERSCOM, (TAPC-MOT), ALEX VA 22332-0431.

s. Request for a change of assignment orders from homebase to an advanced assignment HQDA for SFC, MSG or 1SG: CDR, PERSCOM, (TAPC-appropriate career management branch), ALEX VA 22331.

t. To notify PERSCOM that a soldier refuses to agree in writing to leave family members at the current location or move them to the locale of the soldier's advance assignment: CDR, PERSCOM, (TAPC-appropriate career management branch), ALEX VA 22331.

u. All other requests and reports, to include volunteers for overseas service, extension of foreign service tours, and routine joint domicile requests that pertain to enlisted soldiers: CDR, PERSCOM, (TAPC-appropriate career management branch), ALEX VA 22331.

1-18. Addresses for officer personnel

a. All requests and reports that pertain to officers (including requests for change of tours, reassignment, deferment, and deletion based on compassionate reasons, joint domicile, and FSTE):

(1) Army Medical Department officers: HQDA (TAPC-OPH-appropriate branch), ALEX VA 22332-0417.

(2) Chaplains: HQDA (DACH-PEZ-A), WASH DC 20310-2700.

(3) Officers of The Judge Advocate General Corps: HQDA (DAJA-PT), WASH DC 20310-2200.

b. equests for Officer Personnel Management Directorate (OPMD) officers not assigned to a branch of service above is as follows:

(1) Request for change of tour, voluntary extensions, curtailments, and COT that pertain to commissioned or warrant officers will be sent to: PERSCOM (TAPC-OPD-M), ALEX VA 22332-0414.

(2) Other requests and reports that pertain to officers, including reassignments, deferment or deletion (based on compassionate reasons) and joint domicile will be sent to the appropriate career management division: PERSCOM (TAPC-appropriate office symbol below, ALEX VA 22332-XXXX. Office symbols and zip codes are: OPC—Colonels—0412; OPE—Combat Arms—0414; OPF—Combat Support Arms—0415; OPG—Combat Service Support—0416; OPW—Warrant Officers—0420; OPB-A—Functional Areas—0411.

1-19. Addresses for all soldiers

a. For request for exception to the four-person limitation in conjunction with the use of more than one privately owned vehicle (POV): CDR, PERSCOM, (TAPC-MOT), ALEX VA 22332-0431.

b. To report the number of soldiers who were granted advance return of dependents: CDR, PERSCOM, (TAPC-MOB-TP), ALEX VA 22332-0431.

c. Request to enter a country where no diplomatic relations exist between the United States and the intended country of visit, send message to: ASD WASH DC//USD//.

d. Request for exception to movement of pregnant soldier: CDR, PERSCOM, (TAPC-appropriate career branch), ALEX VA 22331 (enlisted) 22332 (officer).

Chapter 2 Reassignment Verification (Enlisted)

Section I Overview

2-1. Goal

The goal of the Enlisted Personnel Assignment System is to place the right soldier in the right job at the right time. Figure 2-1 shows an overview of the Enlisted Personnel Assignment System.

2-2. Overview of the Enlisted Personnel Assignment System

The flow diagram shown in figure 2-1 is a simplified overview of how the enlisted personnel assignment system works.

a. Normally PERSCOM develops requisition allocations monthly at the four-character MOS level of detail and forwards these allocations to the requisition authorities. The MPD or PSC, in coordination with the unit, compares authorized and projected positions with current assigned strength and known or projected gains and losses to

confirm PERSCOM's allocations. The MPD or PSC then expands the four-character military occupational specialty (MOS) allocation to a nine-character MOS level of detail requisition with special instructions, if required, and forwards these requisitions back to PERSCOM. On receipt, PERSCOM reviews, edits and passes valid requisitions to the EDAS.

b. Soldiers become available to be applied against requisitions for various reasons. Soldiers who enlist in the Army are available for assignments on completion of training and award of an MOS. Subject to minimum time in service (TIS) requirements, soldiers are available for reassignment when they have—

(1) Volunteered for reassignment.

(2) Completed an overseas tour of duty.

(3) Completed schooling or training.

(4) Completed stabilization.

(5) Completed normal time on station in continental United States (CONUS) for MOS (such as, turnaround time).

c. The EDAS is used to assign all enlisted soldiers except those completing basic training (BT) or advanced individual training (AIT). This system is an automated nomination and assignment procedure that compares qualitative requirements recorded on requisitions against selected qualification factors for each soldier. Some of the major qualifications considered are listed below.

(1) Grade.

(2) MOS and skill level.

(3) Skill Qualification Identifier (SQI).

(4) Expiration term of service (ETS).

(5) Months since last PCS.

(6) Months since return from overseas.

(7) Additional Skill Identifier (ASI).

(8) Soldier's availability month compared with requirement month.

(9) Area of preference.

d. Each soldier is compared to each requisition and given a numeric score for every requisition for which he or she can be nominated. Scores are derived from the comparison described in paragraph *c* above. Once every soldier's record has been reviewed and points have been awarded for a qualitative match to each requisition, a group of nominations is selected that provides the best overall requisition fill in terms of quantity and quality. Assignment preferences of the soldier are considered. However, needs of the Service must be given primary consideration. A soldier may be assigned to his or her preference only if the needs of the Army can also be served. The nomination process has three basic goals as follows:

(1) Each valid requisition will have at least one soldier nominated to it, provided sufficient soldiers are available for assignment.

(2) Requisitions will be filled by relative priority. When a shortage of soldiers exists, the shortage will be shared proportionately by all requisitioning activities according to priority.

(3) A soldier will be nominated to an assignment for which he or she is qualified.

e. The EDAS will produce nominations to match the requisition. These nominations are passed to assignment managers for verification. Based on a review of all available information, the assignment manager either accepts a soldier for the assignment or rejects all nominees and returns the requisition to the selection process for new nominations. If maintained by the Enlisted Personnel Management Directorate (EPMD), the career management information file (CMIF) will also be included in this review. A qualified individual may also be selected manually to match the requisition regardless of nomination by the EDAS system.

f. AI are transmitted to both the losing and gaining command or installation by AUTODIN. The next step is a pivotal point in the assignment process. The losing command verifies the assignment. Due to delays in reporting and errors in the data bases, selected individuals may not qualify for the assignment. When AI are received, the MPD or PSC will verify the soldier's qualification.

g. If the individual is qualified and the assignment is in keeping with announced DA policy, the process is finished when the necessary orders for travel are issued. If the soldier does not qualify or

cannot qualify in time to meet the requirement, a deletion or deferment request must be submitted according to the Reassignment Eligibility Rules (see table 2-1).

h. Figure 2-2 shows a detailed diagram of the reassignment verification process for enlisted personnel.

Section II

Assignment Instructions

2-3. Methodology

All AI issued by PERSCOM will be issued or confirmed through the EDAS System. AI for soldiers going to BT or AIT are made and issued under AR 612-201. With few exceptions, PERSCOM transmits AI weekly, via AUTODIN to the losing installation or division commander. The transmission of AI to the gaining activity will be delayed until 5 months before the soldier's arrival month. As an exception, AI to the gaining commander will not be delayed when the soldier is being assigned on completion of AIT or when the soldier's arrival month is less than 5 months from the current month. These AI will be issued to the losing installation or division and the OCONUS gaining activity at the same time. EDAS assignment classification and type transaction codes used in AI are listed in tables 2-2 and 2-3.

2-4. Distribution

Functional commands whose subordinate elements are serviced by more than one MPD or PSC will be furnished AI. (Examples of these commands are the U.S. Army Material Command (AMC), U.S. Army Information Systems Command (ISC), and INSCOM)). However, the servicing MPD or PSC will process the soldier for reassignment.

2-5. Soldiers available for immediate movement

AI for soldiers who are available for immediate movement will be issued by electrical message and will be confirmed by EDAS. The message constitutes the authority to move the soldier. The soldier will not be held pending receipt of AI through EDAS. AI issued by message is shown in figure 2-3. Each message will contain the following five paragraphs:

a. Paragraph 1 will contain information about losing and gaining commands, soldiers selected for assignment, personal data, and movement rules.

b. Paragraph 2 will contain supplemental assignment information such as, TDY enroute, cancellation of previous AI, assignment in duty MOS, or similar assignment data.

c. Paragraph 3 will contain codes that relate to instructions listed in AR 310-10 appendix B.

d. Paragraph 4 will contain codes for special AI, not listed in AR 310-10 but used repetitively by PERSCOM in the issuing of AI. AR 680-29 contains codes used but not defined in AR 310-10.

e. Paragraph 5 will contain miscellaneous information and special instructions that cannot be adapted to the coding in paragraphs 3 and 4.

f. When information for a paragraph is not required, "N/A" (not applicable) will be entered after the paragraph number.

g. All data will be separated by a slash (/). If a certain data field does not apply, it will be enclosed in blank slashes (/ /).

2-6. Losing activity requirements

a. If AI received from PERSCOM conflict, the MPD or PSC will contact the appropriate PERSCOM career management branch for clarification.

b. On receipt of AI from PERSCOM, the losing installation or activity commanders will ensure that each soldier is eligible for assignment. Each soldier must—

(1) Be eligible for overseas service.

(2) Be physically qualified for duties associated with the MOS, assignment, and geographic area.

(3) Meet the security investigation requirements coded in the PERSCOM AI. If necessary, the required security investigation will

be requested. When AI require a special background investigation (SBI) for special intelligence (SI) access, the soldier may depart for the new assignment on receipt of a favorable National Agency Check (NAC) unless AI state otherwise. For all remaining security investigations, soldiers will not be held at the home station pending results of the investigation unless such guidance is in the AI. The losing command will make a report by telephone or electrical message to the soldier's career branch in PERSCOM if the U.S. Army Central Personnel Security Clearance Facility—

(*a*) Cannot issue the security clearance.

(*b*) Furnishes information that causes the soldier to be disqualified by the losing unit commander for a personnel reliability program (see AR 50-5) or chemical personnel reliability program (see AR 50-6) assignment. In all cases, results of the investigation will be sent to the gaining command.

(4) Meet special qualifications and comply with special instructions in the PERSCOM AI. Soldiers who do not meet required qualifications or who cannot become qualified before scheduled departure from home station will be reported to the PERSCOM.

c. The following soldiers will continue to be eligible for assignment:

(1) Soldiers in grades PVT through SFC who have been appointed or selected for promotion to the next higher grade.

(2) Soldiers in grades SSG and below who are reduced not more than two grades will be assigned as directed. No further disciplinary or board action must be pending and all prerequisites for the assignment must be met. However, substituting a noncommissioned officer (NCO) for a specialist is not authorized unless specified by PERSCOM.

(3) Soldiers who have been reclassified as follows:

(*a*) From an entry group to an advanced MOS in the same career management field (CMF).

(*b*) To a different skill level in the same three-character MOS.

d. Soldiers with rank of MSG or ISG on a promotion list to SGM/CSM will not depart home stations until PERSCOM confirms or changes their AI. The MPD or PSC will send an electrical message to PERSCOM. The message will contain the following elements:

(1) Name, Social Security Number (SSN), and MOS.

(2) EPMD control and line number.

(3) Organization or station to be assigned.

(4) Estimated date of departure.

(5) Mode of travel.

(6) Whether movement of dependents is involved and, if so, the number.

(7) Number of days of leave granted.

(8) Leave address.

e. Requests for deferments and deletions due to extreme family problems or operational reasons will be submitted to PERSCOM (if the requests cannot be approved locally).

Section III

Task: Conduct Initial Screen of EDAS Cycle

2-7. Rules for conducting initial screen of EDAS cycle

a. EDAS cycles will be transmitted to the supporting Personnel Reassignment Work Center on a weekly basis.

b. Reassignment files will consist of the following documents:

(1) Copies of all reassignment forms and documents.

(2) DA Form 4036-R (Medical and Dental Preparation for Overseas Movement) (if soldier is being assigned to overseas area).

(3) DA Form 4787-R (Reassignment Processing) if soldier is being assigned to overseas area.

(4) DA Form 5117-R (Reassignment Control Sheet).

(5) Copies of any reclassification, medical examination board, or physical evaluation board actions that relate directly to the reassignment action and documents qualifying soldier for PCS movement, deletion or deferment.

c. Reassignment files will be transferred to inactive file status when soldier departs on PCS or AI are rescinded or revoked.

d. Figure 2-4, or similar label, must be affixed to the military personnel record jacket (MPRJ) of each soldier in receipt of AI.

e. DA Form 5118-R, Parts I, II and III will be used to conduct initial screen of EDAS cycle.

f. DA Form 5118-R, Parts I, II, and III will be completed prior to notifying the soldier of the pending reassignment.

g. Soldiers will not be notified of reassignment if disqualification is identified by MPD or PSC while completing DA Form 5118-R.

h. Soldiers will be deleted from the EDAS cycle if found to be unqualified for the new assignment.

i. The Personnel Reassignments Work Center must conduct an initial screen of the EDAS cycle, process reassignment notification, conduct a reassignment briefing, interview the soldier, and submit deletion or deferment (if appropriate) within 30 calendar days of the EDAS cycle date.

j. DA Form 5118-R will be used in conjunction with table 2-1 to determine if soldier requires a deletion or deferment.

k. Telephonic notification of AI from PERSCOM that are not followed up by written AI (EDAS cycle or message) within 30 calendar days, will be reported to PERSCOM.

l. The Personnel Reassignments Work Center will use DA Form 5117-R to monitor the flow of a soldier through the reassignment process. This form must be completed and filed in each soldier's reassignment file.

2-8. Steps for conducting initial screen of EDAS cycle

The steps required for conducting initial screen of EDAS cycle are shown in table 2-4.

Table 2-4
Conducting initial screen of EDAS cycle

Step	Work center	Required action
1	PRSG	Receive weekly EDAS cycle from PAUT.
2	PRSG	Prepare reassignment file for each soldier on the current EDAS cycle (rules <i>b</i> and <i>c</i>).
3	PRSG	Conduct Special Management Command (SMC) review using DA Form 5118-R, Part I in conjunction with table 2-1.
4	PRSG	If initial screen reveals SMC assignment, compare special assignment screening table (table 2-5) against the soldier's qualifications; identify ineligible; start deletion or deferment task.
5	PRSG	Conduct General Eligibility Review using DA Form 5118-R, Part II; identify cases for special handling (for example, security clearance, TDY enroute, medical screening, and so forth); start corresponding task.
6	PRSG	If initial screen reveals soldiers who are ineligible, start deletion or deferment task.
7	PRSG	Conduct Time in Service Requirements Review using DA Form 5118-R, Part III; identify soldiers who must acquire additional service; start "Process Additional Service Remaining Requirements" Task.
8	PRSG	If DA Form 5118-R reveals any special processing requirements, indicate those requirements on the Reassignment Notification during "Process Reassignment Notification" Task.
9	PRSG	Place copy DA Form 5118-R, Parts I, II and III in soldier's reassignment file.
10	PRSG	Produce and forward the reassignment MPRJ distinctive label to the Personnel Information Work Center. A label must be affixed to the MPRJ of each soldier in receipt of AI.
11	PRSG	Affix distinctive label to soldier's MPRJ.

Section IV

Task: Process Reassignment Notification

2-9. Rules for processing reassignment notification

a. Figure 2-5 will be used by the Personnel Reassignments Work Center to notify the battalion S1 (BNS1) and unit commander that soldier has received AI.

b. The Personnel Reassignments Work Center will prepare figure 2-5 immediately after completing DA Form 5118-R, Part III.

c. Figure 2-5 will be prepared in four copies.

d. DA Form 5118-R, Parts I, II and III will be completed prior to notifying the soldier of the pending reassignment.

e. Soldiers will not be notified of reassignment if disqualification is identified by MPD or PSC while completing DA Form 5118-R.

f. Soldiers will be deleted from the EDAS cycle if found to be unqualified for the new assignment.

g. The Personnel Reassignments Work Center must conduct initial screen of EDAS cycle, process reassignment notification and conduct briefing and interview soldier within 30 calendar days of EDAS cycle date.

h. DA Form 5118-R will be used in conjunction with table 2-1 to determine if soldier requires a deletion or deferment.

2-10. Steps for processing reassignment notification

The steps required for processing reassignment notification are shown in table 2-6.

Table 2-6
Processing reassignment notification

Step	Work center	Required action
1	PRSG	Prepare figure 2-5 in four copies after completing DA Form 5118-R, Part III.
2	PRSG	Annotate any special processing requirements that were identified during initial screen of AI by MPD or PSC.
3	PRSG	Establish interview date and annotate date to figure 2-5.
4	PRSG	Attach copy of DA Form 5118-R, Parts IV-VII to figure 2-5.
5	PRSG	Attach copy of figure 2-6 to figure 2-5 if soldier requires TDY schooling.
6	PRSG	Forward figure 2-5 (original plus 2 copies and enclosures) to BNS1 for action.
7	PRSG	Furnish an additional copy of figure 2-5 to Retention and Transition Work Center ONLY if soldier does not have enough remaining service to meet the requirement for the assignment.
8	PRSG	Place copy of figure 2-5 in soldier's reassignment file.
9	PRSG	Suspense action for follow-up.
10	BNS1	Receive figure 2-5 from Personnel Reassignments Work Center.
11	BNS1	Screen figure 2-5 for special processing requirements and date of MPD or PSC interview.
12	BNS1	Notify soldier's unit commander of any reassignment processing action that will require his or her involvement.
13	BNS1	Complete DA Form 5118-R, Parts IV and V.
14	BNS1	Forward figure 2-5 (original plus 1 copy and enclosures) to unit for action.
15	BNS1	Suspense action for follow-up.
16	UNIT	Screen figure 2-5 for special processing requirements and date of MPD or PSC interview.
17	UNIT	Inform soldier of special processing requirements and date of MPD or PSC interview.
18	UNIT	If soldier requires TDY schooling and does not meet height or weight standards, notify BNS1.
19	UNIT	Require soldier to complete DA Form 5118-R, Parts VI and VIII.
20	SDLR	Complete DA Form 5118-R, Parts VI and VII.
21	SDLR	Comply with any special processing requirements.
22	SDLR	Report to MPD or PSC for interview on date indicated on figure 2-5.

Table 2-6
Processing reassignment notification—Continued

Step	Work center	Required action
23	UNIT	Ensure soldier attends MPD or PSC interview on scheduled date.
24	UNIT	Forward figure 2-5 (original copy) and DA Form 5118-R, (Parts VI and VIII) to BNS1.
25	BNS1	Screen DA Form 5118-R to identify any disqualifications.
26	BNS1	Complete figure 2-7.
27	BNS1	Attach completed parts of DA Form 5118-R to figure 2-7.
28	BNS1	Forward figure 2-7 and DA Form 5118-R to Personnel Reassignments Work Center no later than suspense date.
29	PRSG	Receive figure 2-7 and DA Form 5118-R from BNS1.
30	PRSG	Review figure 2-7 and DA Form 5118-R to identify any disqualifications.
31	PRSG	If screen of figure 2-7 and DA Form 5118-R reveals disqualifications, start deletion or deferment Task.
32	PRSG	Identify any special processing requirements (for example, EFMP, HAAP, married Army couples, sole parent, and so forth).
33	RSG	Place figure 2-7 and DA Form 5118-R in soldier's reassignment file.
34	RSG	Suspense action for soldier's interview.

Section V

Task: Process Additional Service Remaining Requirements

2-11. Rules for processing additional service remaining requirements

a. Initial term soldiers will not be reassigned to an overseas area unless they have sufficient service remaining (as of last day of arrival month) to complete at least the "all others tour" prior to ETS upon arrival in the gaining overseas area.

b. Career soldiers will not be reassigned to an overseas area unless they have sufficient service remaining to complete prescribed tour or serve an "all others tour."

c. Soldiers will not be reassigned from CONUS to CONUS unless they have sufficient service remaining to complete prescribed tour or at least 24 months service remaining until ETS (as of last day of arrival month).

d. Soldiers who must acquire additional time in service in order to comply with AI, must either extend or reenlist or decline to extend or reenlist within 30 calendar days of EDAS cycle date.

e. Initial term soldiers who decline to extend or reenlist will sign a statement indicating they will not extend or reenlist to meet service remaining requirements. DA Form 4991-R (Declination of Continued Service Statement) is not required. A deletion should be submitted on the soldier.

f. Career soldiers who decline to extend or reenlist in order to meet service remaining requirements will execute a DA Form 4991-R. A deletion should be submitted on the soldier.

g. Deletion action will be initiated by the supporting MPD or PSC on the 31st calendar day after EDAS cycle date on initial term soldiers who have not acquired service remaining requirements within 30 calendar days of EDAS cycle date.

h. Deletion action and execution of DA Form 4991-R will be initiated by supporting MPD or PSC on the 31st calendar day after EDAS cycle date on career soldiers who have not acquired additional service.

i. Soldiers who have at least 19 years and 6 months of active Federal service upon alert notification may elect to acquire additional service to complete prescribed tour, retire in lieu of PCS, or

execute DA Form 4991-R. A deletion should be submitted on soldiers who do not elect to acquire additional service.

j. Soldiers must be within the weight criteria in AR 600-9 in order to acquire additional service.

k. Overweight soldiers with sufficient service remaining to complete prescribed tour or serve the "all others tour" upon arrival in overseas area will comply with AI.

l. DA Form 5118-R will be used in conjunction with table 2-1 to determine if soldier must acquire additional service to complete prescribed tour.

2-12. Steps for processing additional service remaining requirements

The steps required for processing additional service remaining requirements are shown in table 2-7.

Table 2-7
Processing additional service remaining requirements

Step	Work center	Required action
1	PRSG	Use DA Form 5118-R in conjunction with table 2-1 to identify soldiers who must acquire additional service to complete prescribed tour.
2	PRSG	Annotate block 3b of figure 2-5 to indicate that soldier must extend or reenlist in order to meet requirements for assignment.
3	PRSG	Forward figure 2-5 to BNS1. (Provide copy of memorandum to Retention and Transition Work Center).
4	PRSG	Place copy of figure 2-5 in soldier's reassignment file.
5	PRSG	Suspense action for follow-up.
6	BNS1	Notify soldier's unit commander of requirement to acquire additional service.
7	UNIT	Counsel soldier on requirement to extend, reenlist, or decline.
8	SDLR	Declare intention to extend, reenlist, or decline.
9	UNIT	Inform BNS1 of soldier's decision.
10	BNS1	Annotate soldier's decision on figure 2-5 and forward to Personnel Reassignments Work Center.
11	BNS1	If soldier desires to extend or reenlist, direct Retention and Transition Work Center to prepare DA Form 3340-R (Request for Regular Army Reenlistment or Extension).
12	BNS1	If soldier declines to extend or reenlist, direct Personnel Reassignments Work Center to initiate DA Form 4991-R or statement for initial term soldiers and proceed to step 26.
13	PRSG	Ask soldier about intention to extend or reenlist or decline during MPD or PSC interview.
14	PRSG	If soldier declines to extend or reenlist, advise soldier to complete DA Form 3340-R in Retention and Transition Work Center no later than the 30th calendar day after EDAS cycle date.
15	PRSG	If soldier declines to extend or reenlist, advise soldier to complete DA Form 4991-R in Retention and Transition Work Center no later than the 30th calendar day after EDAS cycle date.
16	PRSG	Direct soldier to the Retention Work Center.
17	RETN	If soldier desires to extend or reenlist, complete DA Form 3340-R with soldier.
18	RETN	If soldier declines to extend or reenlist, counsel soldier, complete DA Form 4991-R with soldier, and proceed to step 26.
19	RETN	Direct soldier to unit commander.
20	UNIT	If soldier desires to extend or reenlist, administer Oath of Extension or Reenlistment.
21	UNIT	If soldier declines to extend or reenlist, counsel soldier and sign DA Form 4991-R.
22	UNIT	Forward completed form to Personnel Reassignments Work Center through Retention Work Center.
23	RETN	Retain appropriate copies of completed form.
24	RETN	Forward completed form to Personnel Reassignments Work Center.
25	PRSG	If soldier acquired additional service, continue reassignment processing.

Table 2-7
Processing additional service remaining requirements—Continued

Step	Work center	Required action
26	PRSG	If soldier declined to extend or reenlist, process deletion.

Section VI

Task: Process Request for Personnel Security Investigation (PSI)

2-13. Rules for processing request for PSI

a. Figure 2-5 will be used by the Personnel Reassignments Work Center to notify the BNS1 and unit commander that soldier has been selected for an assignment which requires a security clearance.

b. Figure 2-8 will be used by the Personnel Reassignments Work Center to notify the security manager of soldier's security requirement.

c. The security manager must complete figure 2-9 and required actions not later than 24 calendar days from the EDAS cycle date.

d. DA Form 5118-R will be used with table 2-1 to determine if soldier requires an updated PSI and Personnel Reliability Program (PRP) or Chemical Personnel Reliability Program (CPRP) screening.

e. Soldiers will be deleted from the EDAS cycle if found unqualified for the new assignment.

f. Soldiers serving in CONUS who receive AI requiring CONFIDENTIAL, SECRET, or TOP SECRET clearance (PRP or CPRP certification) can depart for assignment after PSI is initiated, records posted and request filed in the MPRJ unless AI state otherwise. For soldiers departing for a PRP or CPRP assignment, the status of the PSI will be verified to ensure that the soldier has not been denied a security clearance. Travel will only be denied if a clearance is denied.

g. Soldiers serving in CONUS who receive AI requiring SBI for SI access can depart for assignment on receipt of favorable results of the NAC part of SBI unless AI state otherwise.

h. Soldiers will be retained at home station if AI specifically require them to be held pending final results of PSI.

i. The Security Manager must initiate "Catch'Em In CONUS" procedures for soldiers requiring a BI or periodic reinvestigation (PR) who are scheduled for an OCONUS assignment within 90 days or who are in a training status and scheduled for departure OCONUS within 90 days.

j. Soldiers serving overseas who receive AI requiring security investigation, clearance, or access for their new assignment, can depart for assignment after PSI is initiated, records posted and a copy of the PSI request is filed in MPRJ.

k. Soldiers will not be retained in overseas area beyond their DEROS pending receipt of required PSI.

l. The Personnel Reassignments Work Center will immediately notify the security manager to cancel all on-going PSI if soldier is deleted from AI for reasons other than security.

m. If a local records check discloses any adverse, potentially disqualifying information, place the information in a sealed envelope marked "EXCLUSIVE FOR" and forward to individual's unit commander.

2-14. Steps for processing request for security investigation

The steps required for processing requests for PSIs are shown in table 2-8.

Table 2-8
Processing request for security investigation

Step	Work center	Required action
1	PRSG	Use DA Form 5118-R, Part II with table 2-1 to determine if soldier requires an updated PSI, PRP, or CPRP screening.
2	PRSG	If soldier requires updated security investigation, PRP, or CPRP screening, prepare figure 2-8.
3	PRSG	If soldier requires PSI, PRP, or CPRP screening, notify the Personnel Information Section.
4	PRSG	Establish suspense date for completion of figure 2-8 and required actions.
5	PRSG	Forward figure 2-8 to Security Manager for action.
6	PRSG	Place copy of figure 2-8 in soldier's reassignment file.
7	PRSG	Annotate block 3d of figure 2-5 to indicate that soldier requires an updated PSI, PRP or CPRP screening (during "Process Reassignment Notification" Task).
8	PRSG	Forward figure 2-5 to BNS1 (during "Process Reassignment Notification" Task).
9	PRSG	Place copy of figure 2-5 in soldier's reassignment file (during "Process Reassignment Notification" Task).
10	PRSG	Suspense action for follow-up.
11	BNS1	Notify soldier's unit commander of requirement for updated PSI PRP, or CPRP screening.
12	SECO	If notified that individual requires PRP or CPRP screening, initiate, and process a DA Form 3180-R (Personnel Screening and Evaluation Record) per AR 50-5 or AR 50-6.
13	SECO	Upon receipt of figure 2-8 from MPD or PSC, conduct check of local records and the Defense Central Index of Investigations (DCII), if necessary, to determine if there is any information that would disqualify soldier for security clearance.
14	SECO	If derogatory or potentially disqualifying information is found, place in sealed envelope marked exclusive for individual's unit commander and forward to unit commander.
15	UNIT	CDR makes eligibility determination. If not eligible, notify MPD or PSC to delete from assignment.
16	SECO	Forward figure 2-8 with completed figure 2-9 to the Personnel Reassignments Work Center not later than suspense date.
17	SECO	If the local records check does not disclose any derogatory or disqualifying information, initiate and submit a request for PSI to the Defense Investigative Service (DIS) if soldier does not have valid investigation.
18	SECO	Initiate and submit a request for DA Form 873 (Certificate of Clearance and/or Security Determination) clearance to the U.S. Army Central Personnel Security Clearance Facility if soldier has a valid PSI but no clearance.
19	SECO	Complete figure 2-9 and attach a copy of either the completed request form submitted to DIS or DA Form 873.
20	SECO	Forward figure 2-9 (and enclosures) to the Personnel Reassignments Work Center not later than suspense date.
21	PRSG	If figure 2-9 indicates that soldier is ineligible for required security clearance, special access program, or sensitive position assignment, initiate deletion.

Table 2-8
Processing request for security investigation—Continued

Step	Work center	Required action
22	PRSG	If figure 2-9 indicates that soldier is eligible (after a preliminary check) for required security clearance, special access program, or sensitive position assignment, review copy of the request form provided to ensure that results are being sent to correct address.
23	PRSG	Forward a copy of the PSI request to the Personnel Information Section for filing in the action pending section of soldier's MPRJ.
24	PRSG	File figures 2-8 and 2-9 in soldier's reassignment file.
25	ENRC-OFRC	File copy of completed figure 2-9 in soldier's MPRJ.

Section VII

Task: Process Deletion or Deferment Request—Regulatory (CONUS Locally-Approved and CONUS HQDA-Approved)

2-15. Rules for processing regulatory deletions and deferments (locally-approved)

- a. DA Form 5118-R will be used in conjunction with table 2-1 to determine if soldier requires a deletion or deferment.
- b. Deferment will be used in lieu of deletion if the disqualifying factor can be resolved within 120 calendar days (4 months) of the requirement month.
- c. The deletion and deferment system does not apply to soldiers assigned to the training base.
- d. Request for a deletion or deferment can be initiated by the soldier, the soldier's commander, or the supporting MPD or PSC.
- e. All deletion and deferment requests must be routed to or through the supporting MPD or PSC.
- f. More than one deletion or deferment request may be submitted on a soldier, if the conditions are not related.
- g. Multiple deferments will not exceed 120 calendar days.
- h. Request for deletion or deferment will include all relevant documentation as prescribed in table 2-1.
- i. Reassignment processing will continue (except for requesting port call, moving family members, shipping household goods, and terminating quarters) until the deletion or deferment is approved.
- j. Soldiers will be advised not to take irreversible actions (for example, sale of house, POV, or other personal items) while pending a request for deletion or deferment.
- k. Telephonic requests for deletion or deferment are not authorized. Message requests are authorized for operation deferment only.
- l. If an emergency arises after the soldier departs the losing organization, a request for assistance may be submitted by contacting the nearest Army installation USAREC, BN, or MEPS that has a MPD or PSC.
- m. Request will be submitted to arrive at PERSCOM within 30 calendar days of EDAS cycle date. If situation occurs after the initial 30 days, request will be submitted within 72 hours after situation occurs (or becomes known to soldier).
- n. Authority to approve or disapprove decentralized deletion and deferment reason CONUS may be delegated to the commander or chief of the supporting MPD or PSC, but no lower. Delegation will be in writing.
- o. Notification of locally approved cases must be forwarded to PERSCOM upon approval.
- p. Disapproval of a request for deletion or deferment may be done at any level. Disapproved cases will be routed back to the originator of the request.
- q. Approval of a deletion or deferment must meet the criteria in table 2-1.

r. Requests that are incomplete or do not meet the regulatory requirements will be returned to the originator.

s. All approved deletions and deferments will be confirmed through EDAS by PERSCOM (TAPC-EPO-E).

t. Soldiers will comply with the original AI if a request is disapproved. If necessary, the MPD or PSC will ask PERSCOM to adjust the arrival month.

u. Soldiers will comply with the original AI at the end of an authorized deferment.

v. If a soldier selected for drill instructor duty is deleted or deferred from assignment, the Personnel Reassignments Work Center must notify PERSCOM (career management branch) to cancel or adjust school seat.

w. Soldiers who are selected for recruiting duty will not be deleted or deferred by local officials. These cases must be sent to PERSCOM (TAPC-EPO-E) for action.

2-16. Steps for processing regulatory deletions and deferments (locally-approved)

The steps required for processing regulatory deletions and deferments (locally-approved) are shown in table 2-9.

Table 2-9
Processing regulatory deletions and deferments (locally-approved)

Step	Work center	Required action
1	SDLR	Inform unit of desire for deferment or deletion (applies to soldier initiated requests).
2	UNIT	Direct BN or S1 to prepare DA Form 4187 (Personnel Action) requesting deferment or deletion (applies to soldier and unit initiated requests).
3	BNS1	Prepare DA Form 4187 and include or attach complete justification.
4	BNS1	Evaluate request for adequacy of justification.
5	BNS1	Recommend approval or disapproval.
6	BNS1	If recommending approval, forward request to Personnel Reassignments Work Center.
7	BNS1	If disapproved, inform unit of reason.
8	PRSG	If request is soldier or unit initiated, evaluate request for justification and timeliness.
9	PRSG	If request is MPD or PSC initiated, include or attach complete justification.
10	PRSG	Prepare figure 2-10.
11	PRSG	If approval authority has been delegated in writing to Chief, Reassignment, approve or disapprove request by having figure 2-11 prepared, and signing it. If not, forward request to Chief, MPD or PSC for approval or disapproval.
12	PRSG	If approval or disapproval authority has not been delegated to Chief, Personnel Reassignments, the Chief, MPD or PSC will approve or disapprove request by having figure 2-11 prepared and signing it.
13	PRSG	Forward request to Personnel Reassignments Work Center.
14	PRSG	Inform BN or S1 of decision.
15	PRSG	If approved, inform PERSCOM of approval and new arrival month by preparing figure 2-12.
16	PRSG	Submit SIDPERS anticipated "DLOS" transaction.
17	PRSG	Place copy of approved or disapproved action in soldier's reassignment file.
18	PRSG	If request was disapproved, continue reassignment processing.
19	PRSG	If deferment was approved, determine new arrival date.
20	PRSG	Adjust any existing port calls.
21	PRSG	Amend any previously published reassignment or TDY orders.
22	PRSG	Continue reassignment processing.
23	PRSG	If deletion was approved, stop reassignment processing.
24	PRSG	Cancel any existing port calls.
25	PRSG	Revoke any previously published reassignment or TDY orders.

Table 2-9
Processing regulatory deletions and deferments (locally approved)—Continued

Step	Work center	Required action
26	PRSG	Change soldier's assignment eligibility or availability (AEA) code (if appropriate).
27	BN/S1	Inform unit of approval or disapproval.
28	UNIT	Inform soldier of decision.

Section VIII

Task: Process Deletion or Deferment Request—Regulatory (HQDA-Approved)

2-17. Rules for processing regulatory deletions and deferments (HQDA-approved)

a. DA Form 5118-R will be used in conjunction with table 2-1 to determine if soldier requires a deletion or deferment.

b. Deferment will be used in lieu of deletion if the disqualifying factor can be resolved within 120 calendar days (4 months) of the requirement month.

c. The deletion and deferment system does not apply to soldiers assigned to the training base.

d. A request for a deletion or deferment can be initiated by the soldier, the soldier's commander, or the supporting MPD or PSC.

e. All deletion and deferment requests must be routed to or through the supporting MPD or PSC.

f. More than one deletion or deferment request may be submitted on a soldier, if the conditions are not related.

g. Multiple deferments will not exceed 120 calendar days total.

h. A request for a deletion or a deferment will include all relevant documentation as prescribed in table 2-1.

i. Once a request requiring PERSCOM approval has been submitted, the soldier will be retained at the home station pending final approval.

j. Reassignment processing will continue except for requesting port call, moving family members, shipping household goods, and terminating quarters until the deletion or deferment is approved.

k. Soldiers will be advised not to take irreversible actions (for example, sale of house, POV, or other personal items) while pending a request for deletion or deferment.

l. Telephonic and message requests for deletion or deferment are not authorized.

m. If an emergency arises after the soldier departs the losing organization, a request may be submitted by contacting the nearest Army installation that has a MPD or PSC for assistance in submitting the request.

n. A request will be submitted to arrive at PERSCOM within 30 calendar days of EDAS cycle date. If a deletion or deferment situation occurs after the initial 30 days, request will be submitted within 72 hours after situation occurs (or becomes known to soldier).

o. Disapproval of a request for deletion or deferment may be done at any level. Disapproved cases will be routed back to the originator of the request.

p. Approval of a deletion or deferment must meet the criteria in table 2-1.

q. Requests that are incomplete or do not meet the regulatory requirements will be returned to the originator by echelons up to the MPD or PSC. PERSCOM will inform MPD or PSC of incomplete and noncoupling requests via EDAS.

r. All approved deletions or deferments will be confirmed through EDAS.

s. Information that is received telephonically on deletions and deferments is unofficial and is not authority to revoke or amend orders.

t. Soldiers will comply with the original AI if a request is disapproved. If necessary, PERSCOM will adjust the arrival month and so state in the disapproval.

u. Soldiers will comply with the original AI at the end of an authorized deferment.

2-18. Steps for processing regulatory deletions and deferments (HQDA-approved)

The steps required for processing regulatory deletions and deferments (HQDA-approved) are shown in table 2-10.

Table 2-10
Processing regulatory deletions and deferments (HQDA-approved)

Step	Work center	Required action
1	SDLR	Inform unit of desire for deferment or deletion (applies to soldier initiated requests).
2	UNIT	Direct BN or S1 to prepare DA Form 4187 requesting deferment or deletion (applies to soldier and unit initiated requests).
3	BN/S1	Prepare DA Form 4187 and include or attach complete justification.
4	BN/S1	Evaluate request for adequacy of justification.
5	BN/S1	Recommend approval or disapprove.
6	BN/S1	If recommending approval, forward request to Personnel Reassignments Work Center.
7	BN/S1	If disapproved, inform unit of reason.
8	PRSG	If request is soldier or unit initiated, evaluate request for adequacy of justification and timeliness of submission.
9	PRSG	If request is MPD or PSC initiated, prepare DA Form 4187 (include or attach complete justification).
10	PRSG	Prepare figure 2-13.
11	PRSG	Forward request to PERSCOM.
12	PRSG	Submit SIDPERS "DLOS" transaction to report that a deletion or deferment request is being processed.
13	PRSG	Suspense action.
14	PRSG	Monitor status of open deletion or deferment cases.
15	PRSG	Upon receipt of decision from PERSCOM, look up response code in the Deletion and Deferment Response Reasons, Codes and Required Actions (table 2-11).
16	PRSG	If returned for additional information or justification, resubmit request with additional data.
17	PRSG	If request was approved or disapproved, inform BNS1 of decision.
18	PRSG	Resubmit SIDPERS "DLOS" transaction.
19	PRSG	Place copy of approval or disapproval in soldier's reassignment file.
20	PRSG	If request was disapproved, continue reassignment processing.
21	PRSG	If deferment was approved, determine new arrival date.
22	PRSG	Adjust any existing port calls.
23	PRSG	Amend any previously published reassignment or TDY orders.
24	PRSG	Continue reassignment processing.
25	PRSG	If deletion was approved, stop reassignment processing.
26	PRSG	Cancel any existing port calls.
27	PRSG	Revoke any previously published reassignment or TDY orders.
28	PRSG	Change soldier's AEA code (if appropriate).
29	BNS1	Inform unit of approval or disapproval.
30	UNIT	Inform soldier of decision.

Section IX

Task: Process Deletion or Deferment Request—Operational

2-19. Rules for processing operational deletions and deferments

- a. DA Form 5118-R will be used in conjunction with table 2-1 to determine if soldier requires a deletion or deferment.
- b. Request must explain the rare and unusual circumstances which exist and fully justify why PERSCOM should override the gaining command's priority.
- c. Only requests which are fully documented and clearly indicate that local mission requirements are more critical than that of the gaining command will be approved.
- d. Deferment will be used in lieu of deletion if the operational requirements can be fulfilled within 120 calendar days (4 months) of requirement month.
- e. Request for operational deletion and deferment will only be submitted by CONUS based organizations.
- f. The deletion and deferment system does not apply to soldiers assigned to the training base.
- g. Request will be submitted to arrive at PERSCOM within 45 calendar days of the EDAS cycle date.
- h. All deletion and deferment requests must be routed to or through the supporting MPD or PSC.
- i. All requests must be personally endorsed by a general officer (GO) in the local chain of command. This signature authority cannot be delegated.
- j. All requests must receive a favorable recommendation from the respective MACOM headquarters or HQDA staff for a field operating agency (FOA) without a GO.
- k. PERSCOM will be the final approval authority of all operational deletions and deferments.
- l. Operational requests may be disapproved by the MDP, PSC, or any other commander in the chain of command. These disapproved requests will be returned to the requesting unit without referral to PERSCOM.
- m. If the soldier reenlisted for the assignment, the request for deletion must include a statement from the soldier indicating their willingness to waive the reenlistment option.
- n. Request for operational deletion or deferment must contain complete justification to include the following:
 - (1) *Personnel data.* Name, SSN, unit of assignment, primary military occupational specialty (PMOS), duty military occupational specialty (DMOS), position title, date assigned to installation, EDAS cycle and date, and new assignment area and report month.
 - (2) *MOS data.* MOS strength with a 6 month projection (the total and skill level breakdown for authorized, assigned, and projected strength) for current unit as well as requisitioning activity.
- o. More than one deletion or deferment request may be submitted on a soldier if the conditions are not related.
- p. Multiple deferments will not exceed 120 calendar days total.
- q. Request for deletion or deferment will include all relevant documentation as prescribed in table 2-1.
- r. Once a request for operational deletion or deferment has been submitted, the soldier will be retained at the home station pending PERSCOM final approval.
- s. Reassignment processing will continue except for requesting port call, moving family members, shipping household goods, and terminating quarters, until the deletion or deferment is approved.
- t. Soldiers will be advised not to take irreversible action (for example, sale of house, POV, or other personal items) while pending a request for deletion or deferment.
- u. Telephonic and message requests for deletion or deferment are not authorized.
- v. Requests that are incomplete or do not meet the regulatory requirements will be returned to the originator.
- w. All PERSCOM-approved deletions or deferments will be confirmed through EDAS.

x. Information that is received telephonically on deletions or deferments is unofficial and is not authority to revoke or amend orders.

y. Soldiers will comply with the original AI if a request is disapproved. If necessary, PERSCOM will adjust the arrival month and so state in the disapproval.

z. Soldiers will comply with the original AI at the end of an authorized deferment.

2-20. Steps for processing operational deletions and deferments

The steps required for processing operational deletions and deferments are shown in table 2-12.

Table 2-12
Processing operational deletions and deferments

Step	Work center	Required action
1	UNIT	Direct BNS1 to prepare DA Form 4187 for deletion or deferment action.
2	BNS1	Prepare DA Form 4187 (include or attach complete justification).
3	BNS1	Evaluate request for adequacy of justification.
4	BNS1	Recommend approval or disapproval.
5	BNS1	If recommending approval, forward to Strength Management Work Center.
6	BNS1	If disapproved, inform unit of reasons.
7	SMGT	Verify authorized, assigned and projected strength for soldier's PMOS (and substitutable MOS) at same pay grade, and one and two pay grades higher.
8	SMGT	Evaluate request for adequacy of justification.
9	SMGT	Recommend approval or disapprove.
10	SMGT	If recommending approval, forward request to the Personnel Reassignments Work Center.
11	SMGT	If disapproved, inform BN or S1.
12	PRSG	Evaluate request for timeliness, completeness and adequacy of justification.
13	PRSG	Recommend approval or disapproval.
14	PRSG	Forward request to first GO in chain of command.
15	GCMA	GO will recommend approval or disapproval based on adequacy of justification.
16	GCMA	Forward request to Personnel Reassignments Work Center.
17	PRSG	If recommending approval, prepare figure 2-13.
18	PRSG	Forward request to appropriate MACOM.
19	PRSG	If disapproved, inform BN or S1.
20	PRSG	Provide copy of decision to the Strength Management Work Center.
21	PRSG	Submit SIDPERS "DLOS" transaction to report that a deletion or deferment request is being processed.
22	PRSG	Place copy of decision in soldier's reassignment file.
23	PRSG	Suspense action for follow-up.
24	MACM	Review request and supporting documents for completeness and adequacy of justification.
25	MACM	Recommend approval or disapprove.
26	MACM	If recommending approval, forward request to PERSCOM.
27	MACM	Provide copy of forwarding comment to requesting installation.
28	MACM	If disapproved, prepare a comment returning request to installation citing specific reasons for disapproval.
29	PRSG	Place copy of approval or disapproval in soldier's reassignment file.
30	PRSG	Monitor status of open deletion or deferment (HQDA-approved) cases.
31	PRSG	Upon receipt of decision from PERSCOM, look up response code in table 2-11.
32	PRSG	If returned for additional information or justification, resubmit request with additional data.
33	PRSG	If request was approved or disapproved, inform BN or S1 of decision.

Table 2-12
Processing operational deletions and deferments—Continued

Step	Work center	Required action
34	PRSG	Provide copy of approval or disapproval to the Strength Management Work Center.
35	PRSG	Resubmit SIDPERS "DLOS" transaction.
36	PRSG	Place copy of approval or disapproval in soldier's reassignment file.
37	PRSG	If request was disapproved, continue reassignment processing.
38	PRSG	If deferment was approved, determine new arrival date.
39	PRSG	Adjust any existing port calls.
40	PRSG	Amend any previously published reassignment or TDY orders.
41	PRSG	Continue reassignment processing.
42	PRSG	If deletion was approved, stop reassignment processing.
43	PRSG	Cancel any existing port calls.
44	PRSG	Revoke any previously published reassignment or TDY orders.
45	PRSG	Change soldier's AEA code (if appropriate).
46	BNS1	Inform unit of approval or disapproval.
47	UNIT	Inform soldier of decision.

Section X

Task: Process Deletion or Deferment Request—Compassionate

2-21. Rules for processing compassionate deletions and deferments

- a. DA Form 5118-R will be used in conjunction with table 2-1 to determine if soldier requires a deletion or deferment.
- b. Deferment will be used in lieu of deletion if the disqualifying factor can be resolved within 90 calendar days (3 months) of the requirement month.
- c. The deletion and deferment system does not apply to soldiers assigned to the training base.
- d. All deletion and deferment requests must be routed to or through the supporting MPD or PSC.
- e. More than one deletion or deferment request may be submitted on a soldier, if the conditions are not related.
- f. Multiple deferments will not exceed 120 calendar days total.
- g. Request for deletion or deferment will include all relevant documentation as prescribed in table 2-1.
- h. Once a request requiring PERSCOM approval has been submitted, the soldier will be retained at the home station pending PERSCOM final approval.
- i. Reassignment processing will continue except for requesting port call, moving family members, shipping household goods, and terminating quarters until the deletion or deferment is approved.
- j. Soldiers will be advised not to take irreversible actions (for example, sale of house, POV, or other personal items) while pending a request for deletion or deferment.
- k. Telephonic and message requests for deletion or deferment are not authorized.
- l. If an emergency arises after the soldier departs the losing organization, a request may be submitted by contacting the nearest Army installation that has a MPD or PSC for assistance in submitting the request.
- m. Request will be submitted to arrive at PERSCOM within 45 calendar days of EDAS cycle date. If a deletion or deferment situation occurs after the initial 45 days, request will be submitted within 72 hours after situation occurs (or becomes known to soldier).
- n. Local General Court Martial Convening Authority (GCMCA) may approve or delegate in writing the authority to approve deletions and deferments for local specific reasons listed in the table 2-1.
- o. Figure 2-11 must be completed and forwarded to PERSCOM

within 4 calendar days of local approval of deletions and deferments.

- p. A request for deletion or deferment may be disapproved locally. Disapproved cases will be routed back to the originator of the request.
- q. Approval of a deletion or deferment must meet the criteria in table 2-1.
- r. Requests that are incomplete or do not meet the regulatory requirements will be returned to the originator.
- s. All approved deletions or deferments will be confirmed through EDAS.
- t. Information that is received telephonically on deletions or deferments is unofficial and is not authority to revoke or amend orders.
- u. Soldiers will comply with the original AI if a request is disapproved. If necessary, PERSCOM will adjust the arrival month and so state in the disapproval.
- v. Soldiers will comply with the original AI at the end of an authorized deferment.
- w. Deletions and deferments are processed in peacetime, thus, will be resourced in the TDA.
- x. Request for deletion and deferment due to extreme family problems (compassionate) will be submitted to PERSCOM (except for those cases that can be approved by local commander).
- y. Requests may not be originated by other persons on behalf of the soldier.
- z. If a request is based upon medical problems of a family member, a signed statement from the attending physician giving specific medical diagnosis and prognosis of illness (including date of onset, periods of hospitalization, and convalescence) must be included.
 - aa. If illness is terminal, the life expectancy must be included in the request.
 - ab. Medical statement must list any factors that establish that the soldier's presence will have a bearing on the medical condition.
 - ac. If request is based upon legal problems, it must include a signed statement from licensed attorney stating problems and reasons why soldier's presence is essential.
 - ad. If request is based upon other than medical or legal problems, supporting statements from responsible persons (such as clergy, social workers, and so forth, who have personal knowledge of the problem) must be included.
 - ae. If soldier has an unfulfilled enlistment or reenlistment commitment that would be affected if request is approved, DA Form 3739 (Application for Assignment/Deletion/Deferment for Extreme Family Problems), item 28, must include the following statement: "If my request is approved, I will waive my enlistment/reenlistment commitment for (Commitment)."
 - af. If soldier has received reassignment orders, a copy of order must be attached to the request for deletion or deferment.
 - ag. If soldier is attached to another installation, a copy of the attachment order and DA Form 31 (Request and Authority for Leave) must be included with request for deletion or deferment.
 - ah. Requests for compassionate deletions and deferments must be submitted using DA Form 3739.
 - ai. Soldier must personally sign DA Form 3739 to request a compassionate deletion or deferment.
 - aj. If problem involves the health and welfare of family members, the affected person must be (1) the spouse, child, parent, minor brother or sister, person in loco parents, or the only living blood relative of the soldier or other authorized dependent.
 - ak. If problem is based on the condition of a parent-in-law, no other member of the spouse's family must be available to help resolve the problem.
 - al. PERSCOM must be notified of all locally approved cases involving soldiers in grades SGM or CSM and MSG(P) or 1SG(P).
 - am. Requests submitted after the initial 30 days and based on an event which took place after the EDAS cycle, will be forwarded through channels to reach PERSCOM within 7 calendar days after submission (first class mail or pouch).
 - an. Forces Command (FORSCOM) units or activities located on

a U.S. Army Training and Doctrine Command (TRADOC) installation will forward the request to the installation commander and not to HQ, FORSCOM. The same procedure applies to TRADOC units or activities located on a FORSCOM installation.

ao. The soldier's current status must be included in the forwarding comment to PERSCOM (for example, whether soldier is attached or assigned; administrative hold pending school completion; en route; TDY; and so forth).

2-22. Steps for processing a compassionate deletion or deferment

The steps required for processing compassionate deletions and deferments are shown in table 2-13.

Table 2-13
Processing compassionate deletions and deferments

Step	Work center	Required action
1	SDLR	Inform unit of desire for deferment or deletion.
2	UNIT	Assist soldier in obtaining required documentation.
3	UNIT	Direct BNS1 to prepare DA Form 3739.
4	BNS1	Prepare DA Form 3739 (include complete justification).
5	BNS1	Forward DA Form 3739 to Personnel Reassignments Work Center.
6	PRSG	Evaluate request for timeliness, completeness, and adequacy of justification.
7	PRSG	Recommend approval or disapproval.
8	PRSG	If MPD or PSC has approving authority, prepare figure 2-10.
9	PRSG	Forward request to MPD or PSC Chief for approval or disapproval.
10	PRSG	MPD or PSC Chief will approve or disapprove request by having figure 2-11 prepared and signing it.
11	PRSG	Forward request to the Personnel Reassignments Work Center.
12	PRSG	Inform BNS1 of decision.
13	PRSG	If approved, inform PERSCOM of approval and new arrival month by preparing figure 2-12.
14	PRSG	Submit SIDPERS "DLOS" transaction.
15	PRSG	Place copy of approval or disapproval in soldier's reassignment file.
16	PRSG	If final approval is not at MPD or PSC level, prepare figure 2-13.
17	PRSG	Forward request to PERSCOM.
18	PRSG	Submit SIDPERS "DLOS" transaction to report that a deletion or deferment is being processed.
19	PRSG	If request requires PERSCOM approval, suspense action.
20	PRSG	Monitor status of open deletion and deferment (PERSCOM-approved) cases.
21	PRSG	Upon receipt of decision from PERSCOM, look up response code in table 2-11.
22	PRSG	If returned for additional information or justification, resubmit request with additional data.
23	PRSG	If request was approved or disapproved, inform BNS1 of decision.
24	PRSG	Resubmit SIDPERS "DLOS" transaction.
25	PRSG	Place copy of approval or disapproval in soldier's reassignment file.
26	PRSG	If request was disapproved, continue reassignment processing.
27	PRSG	If deferment was approved, determine new arrival date.
28	PRSG	Adjust any existing port calls.
29	PRSG	Amend any previously published reassignment or TDY orders.
30	PRSG	Continue reassignment processing.
31	PRSG	If deletion was approved, stop reassignment processing.
32	PRSG	Cancel any existing port calls.
33	PRSG	Revoke any previously published reassignment or TDY orders.

Table 2-13
Processing compassionate deletions and deferments—Continued

Step	Work center	Required action
34	PRSG	Change soldier's AEA code (see AR 614-200, para 2-7) (if appropriate).
35	BNS1	Inform unit of approval or disapproval.
36	UNIT	Inform soldier of decision.

Section XI

Task: Process Request for Early Arrival

2-23. Rules for processing request for early arrival

a. Requests for early arrival must be submitted 90 calendar days or more prior to requested new arrival month.

b. Soldier initiated requests for early arrival of 60 calendar days or less to long tour areas (with no TDY enroute) may be approved or disapproved by the MPD or PSC Chief.

c. Requests for early arrival that exceed 60 calendar days must be sent to PERSCOM for consideration.

d. PERSCOM will be the final approval authority of requests for early arrival to short tour areas.

e. Requests for early arrival that involve TDY enroute must be sent to PERSCOM for consideration.

f. Requests for early arrival that are initiated by a gaining command will be forwarded to PERSCOM for consideration.

g. Requests for early arrival initiated by a gaining command will be coordinated with the losing MPD or PSC by PERSCOM.

h. All requests for early arrival must include complete justification.

i. Disapproval of a request for early arrival may be done at any level. Disapproved cases will be routed back to the originator of the request.

j. Notification of locally approved cases must be forwarded to PERSCOM within 4 calendar days of approval.

k. All PERSCOM approved requests for early arrival will be confirmed through EDAS.

l. Authority to take final action on locally approved reason codes may be delegated, in writing by the GCMCA, to the supporting MPD or PSC chief, but no lower.

m. Requests that are incomplete or do not meet the regulatory requirements will be returned to the originator.

n. Soldiers will comply with the original AI if a request is disapproved.

2-24. Steps for processing request for early arrival

The steps required for processing request for early arrival are shown in table 2-14.

Table 2-14
Processing request for early arrival

Step	Work center	Required action
1	SDLR	Inform unit of desire to request early arrival.
2	UNIT	Direct BNS1 to prepare DA Form 4187 requesting early arrival.
3	BNS1	Prepare DA Form 4187 (include complete justification).
4	BNS1	Evaluate request for adequacy of justification.
5	BNS1	Recommend approval or disapprove.
6	BNS1	If recommending approval, forward request to Strength Management Work Center.
7	BNS1	If disapproved, inform unit of reason.
8	SMGT	Verify authorized, assigned, and projected strength for soldier's PMOS (and substitutable MOS) at same pay grade, one and two pay grades higher.
9	SMGT	Evaluate request for adequacy of justification.
10	SMGT	Recommend approval or disapprove.

Table 2-14
Processing request for early arrival—Continued

Step	Work center	Required action
11	SMGT	If recommending approval, forward to the Personnel Reassignments Work Center.
12	SMGT	If disapproved, inform BNS1.
13	PRSG	Evaluate request for adequacy of justification and timeliness of submission.
14	PRSG	If MPD or PSC has approving authority, prepare figure 2-10 and attach to request.
15	PRSG	Forward request to MPD or PSC Chief for approval or disapproval.
16	PRSG	MPD or PSC Chief will approve or disapprove request by having figure 2-11 prepared and signing it.
17	PRSG	MPD/PSC Chief will forward request to Personnel Reassignments Work Center.
18	PRSG	Inform BNS1 of decision.
19	PRSG	Provide copy of approval or disapproval to the Strength Management Work Center.
20	PRSG	If approved, inform PERSCOM of approval and new arrival month by preparing figure 2-12.
21	PRSG	Submit SIDPERS "DLOS" transaction.
22	PRSG	Place copy of approved or disapproved action in soldier's reassignment file.
23	PRSG	If final approval is not at MPD or PSC level, prepare figure 2-13.
24	PRSG	Forward request to PERSCOM.
25	PRSG	Submit SIDPERS "DLOS" transaction to report that a deletion or deferment request is being processed.
26	PRSG	If request requires PERSCOM approval, suspense action.
27	PRSG	Monitor status of open deletion and deferment (PERSCOM-approved) cases.
28	PRSG	Upon receipt of decision from PERSCOM, look up the response code in table 2-11.
29	PRSG	Inform BN or S1 of decision.
30	PRSG	Provide copy of approval or disapproval to the Strength Management Work Center.
31	PRSG	If approved, resubmit SIDPERS "DLOS" transaction to report new date.
32	PRSG	Place copy of approval or disapproval in soldier's reassignment file.
33	BNS1	Inform unit of approval or disapproval.
34	UNIT	Inform soldier of decision.

Section XII

Task: Manage Open Deletion or Deferment (HQDA Approval) Case

2-25. Rules for managing open deletions and deferments

a. A SIDPERS "DLOS" transaction will be submitted on each soldier, reporting an anticipated date of loss or for whom a deletion or deferment is being processed within 30 calendar days of the EDAS cycle date.

b. If no response from PERSCOM after 45 calendar days, CONUS based Personnel Reassignments Work Centers will call PERSCOM, Enlisted Assignments Branch, for a status of the request prior to initiating tracer action.

c. OCONUS based Personnel Reassignments Work Centers will call their PERSCOM (or equivalent) prior to initiating tracer action.

d. Tracer action will be initiated for all deletion and deferment requests that remain unresolved at PERSCOM for over 60 calendar days from the EDAS cycle date.

e. The Enlisted Levy Status Report (AAC-C64) (detailed information on the AAC-C64 report is available in chap 7) will be used for suspense control of deletions and deferments. The report will be provided by the Personnel Automation Section (PAS) weekly.

f. If initial request for deletion or deferment was based on circumstances that have changed, the current circumstances must be reported by preparing a new figure 2-13.

2-26. Steps for managing open deletions and deferments

The steps required for managing open deletions and deferments are shown in table 2-15.

Table 2-15
Managing open deletions and deferments

Step	Work center	Required action
1	PRSG	Check status of the open cases using the AAC-C64 report.
2	PRSG	For cases that are outstanding over 45 calendar days, initiate tracer action (rules <i>b</i> , <i>c</i> , and <i>d</i> and steps 3 and 4).
3	PRSG	Complete figure 2-13 with all supporting documents that were submitted with initial request.
4	PRSG	Print the word "TRACER" in large letters at the top of the copy being forwarded to PERSCOM.
5	PRSG	Forward tracer action to PERSCOM.

Section XIII

Task: Conduct Briefings

2-27. Rules for conducting briefings

a. The Personnel Reassignments Work Center must conduct initial screen of EDAS cycle, process reassignment publication, conduct reassignment briefing, and interview soldier within 30 calendar days of EDAS cycle date.

b. The Personnel Reassignments Work Center will conduct a Reassignment Briefing before interviewing soldier (see app B for briefing format).

c. The reassignment briefing conducted by the Personnel Reassignments Work Center will include the following subjects:

- (1) Tour election or travel entitlements.
- (2) Remaining service obligation.
- (3) TDY options for schooling in conjunction with PCS.
- (4) Exceptional Family Member Program.
- (5) Married Army Couples Program.
- (6) Homebase or Advance Assignment Program.
- (7) Family travel application requirements.
- (8) Passport requirements.
- (9) HIV testing.
- (10) Deletion or deferment application requirements.
- (11) Final POR clearing requirements.

d. After the reassignment briefing (and during the individual interview), the Personnel Reassignments Work Center will schedule each soldier for a pre-move (overseas orientation) briefing with the Army Community Services (ACS) office.

e. ACS will conduct pre-move (overseas orientation) briefing within 30 calendar days of EDAS cycle date.

f. The pre-move (overseas orientation) briefing conducted by ACS will be—

- (1) Conducted according to AR 608-1.
- (2) Mandatory for soldiers (family members will be encouraged to attend).
- (3) Conducted in groups by country (such as Korea or Germany).
- (4) Based on information provided by PERSCOM (U.S. Army Community and Family Support Center) for each foreign area; including briefing outlines, pamphlets, and overseas orientation videos.
- (5) In conjunction with the participation of other relocation related activities.
- (6) Scheduled to encourage maximum participation of family members with child care provided when possible.
- (7) Targeted, when possible, toward the particular audience.

g. Some of the content of the pre-move (overseas orientation) briefing must come from other installation or division activities (for

example, Transportation Office, Finance and Accounting Office, Education Office, Housing Office, and Personnel Service Center).

h. The installation or division commander will direct the utmost support and cooperation of all activities involved in the reassignment process. A local task force (consisting of representatives from activities listed in rule *g* above and chaired by the Director of Personnel and Community Activities (DPCA) will meet quarterly to:

- (1) Review content of pre-move (oversea orientation) briefing.
- (2) Suggest improvements and discuss changes to content.
- (3) Update briefing material (as required).
- (4) Monitor attendance rates for soldiers (and family members).

i. ACS will provide the Personnel Reassignments Work Center with a list of soldiers who fail to attend their scheduled pre-move briefing.

j. The Personnel Reassignments Work Center will inform BNS1 of those soldiers who fail to attend reassignment and pre-move briefings.

k. Unit commanders will ensure that soldiers attend reassignment and pre-move briefings.

2-28. Steps for conducting briefings

The steps required for conducting briefings are shown in table 2-16.

Table 2-16
Conducting briefings

Step	Work center	Required action
1	PRSG	Conduct reassignment briefing (rule <i>c</i>).
2	PRSG	Inform soldier that family members are encouraged to attend pre-move (oversea orientation) briefing (rule <i>h</i>).
3	PRSG	Schedule soldier for pre-move (oversea orientation) briefing with ACS (rule <i>d</i>).
4	SDLR	Report to ACS for pre-move (oversea orientation) briefing on scheduled date.
5	UNIT	Ensure soldier attends pre-move (oversea orientation) briefing at ACS on scheduled date.
6	ACS	Conduct pre-move (oversea orientation) briefing (rules <i>e</i> and <i>h</i>).
7	ACS	Provide Personnel Reassignments Work Center with list of soldiers who fail to attend pre-move (oversea orientation) briefing (rule <i>i</i>).
8	PRSG	Provide BNS1 with list of soldiers who fail to attend pre-move (oversea orientation) briefing (rule <i>j</i>).
9	BNS1	Provide unit with list of soldiers who fail to attend pre-move (oversea orientation) briefing.
10	UNIT	Ensure soldier is rescheduled for pre-move (oversea orientation) briefing (rule <i>k</i>).

Section XIV

Task: Conduct Individual Interviews

2-29. Rules for conducting individual interviews

a. The Personnel Reassignments Work Center must conduct initial screen of EDAS cycle, process reassignment notification, conduct reassignment briefing, and interview soldier within 30 calendar days of EDAS cycle date.

b. Soldiers will be deleted from the EDAS cycle if found to be unqualified for the new assignment.

c. The Personnel Reassignments Work Center will review the DA Form 5118-R with each soldier during individual interview.

d. Before establishing a soldier's availability date, the Personnel Reassignments Work Center should consider the soldier's leave, travel time, TDY enroute (and the time permitted by TDY option), and also the requirement to distribute availability dates evenly throughout the arrival month.

e. The anticipated date of loss must be determined after interviewing the soldier.

2-30. Steps for conducting individual interviews

The steps required for conducting individual interviews are shown in table 2-17.

Table 2-17
Conducting individual interviews

Step	Work center	Required action
1	PRSG	Interview soldier (rule <i>c</i>).
2	PRSG	If interview reveals that soldier is eligible for assignment, take action outlined in steps 3-17 below.
3	PRSG	Have soldier complete airborne option statement on EDAS Rosters (AAC-TO1 report), part 6 or 7, if soldier is airborne qualified and is being assigned to an airborne position (chap 7).
4	PRSG	Have soldier complete retirement or PCS option statement on ACC-TO1 report, part 6 or 7, if soldier has completed at least 19 years and 6 months active military service on or prior to date of EDAS cycle.
5	PRSG	Have soldier complete the tour element option statement on AAC-TO1 report, Part 6 or 7, if soldier is being assigned overseas and is eligible to apply for movement of family members to the overseas area.
6	PRSG	Have soldier complete number of days leave statement on AAC-TO1 report, Part 6 or 7.
7	PRSG	Have soldier complete TDY option statement AAC-TO1 report, Part 6 or 7, if soldier has TDY instructions in the special instructions block or separate message.
8	PRSG	Annotate pinpoint assignment to AAC-TO1 report, Part 6 or 7, and have soldier sign and date it (the Reassignments clerk will also sign and date as the witness).
9	SDLR	Complete DA Form 4787-R if being assigned overseas and will be eligible to apply for movement of family members to a designated location.
10	PRSG	Have soldier review DA Form 4187-R (if soldier is being assigned overseas and is eligible to apply for movement of family members to a designated location).
11	PRSG	Have soldier review DA Form 4187-R and DA Form 31 (if soldier is requesting 45 or more days leave in conjunction with PCS).
12	PRSG	Have soldier review DA Form 4187-R and DA Form 31 (if soldier is requesting leave outside the United States (leave enroute)).
13	PRSG	If interview reveals that soldier needs to extend or reenlist to fulfill service remaining requirements, take action outlined in "Process Additional Service Remaining Requirements" Task.
14	PRSG	Process DA Form 4036-R according to "Process Medical or Dental Requirements" Task (if soldier is on overseas AI).
15	PRSG	Establish soldier's availability date (rule <i>d</i>).
16	PRSG	Submit SIDPERS "DLOS" transaction (according to procedures outlined in chapter 7, "Submit DLOS Transaction" Task).
17	PRSG	If interview reveals that a deletion or deferment is appropriate, take action outlined in "Process Deletion or Deferment Request—Regulatory (Locally-Approved)" Task or "Process Deletion or Deferment Request—Regulatory (HQDA-Approved)" Task.

Section XV

Task: Manage Assignment of Oversea Returnees

2-31. Rules for managing assignment of overseas returnees

a. EDAS managers will begin looking at soldiers seven months prior to the DEROS to be certain they are properly categorized.

b. PERSCOM will issue written AI (EDAS cycle or message) at least 120 days prior to soldier's DEROS.

c. Oversea commanders must ensure that correct assignment eligibility and DEROS data have been reported through SIDPERS.

d. The Personnel Reassignments Work Center will use the AAC-C13 report (Loss Roster) (detailed information on the AAC-C13 report is in chap 7) to identify soldiers stationed overseas who have not received AI from PERSCOM at least 120 days before DEROS.

e. The Personnel Reassignments Work Center will validate the DEROS of each soldier appearing on AAC-C13 report who has not received AI from PERSCOM at least 120 days before DEROS.

f. The Personnel Reassignments Work Center will suspense each reassignment file awaiting PERSCOM AI until 100 days before soldier's DEROS.

g. OCONUS based soldiers who have not received AI from PERSCOM at least 100 days before DEROS will be reported to PERSCOM by AUTODIN for processing as exceptional actions. Requests will provide the soldier's name, pay grade, SSN, PMOS, DEROS, and ETS.

h. The Personnel Reassignments Work Center will suspense each reassignment file awaiting PERSCOM AI until 85 days before soldier's DEROS (provided action was taken in rule *h* above).

i. If OCONUS based soldiers have not received AI by 85 days prior to their DEROS, overseas commanders will immediately call their liaison office at PERSCOM for assistance.

j. Oversea commands, MPDs, or PSCs without a liaison office at PERSCOM will immediately call PERSCOM for assistance.

2-32. Steps for managing assignment of overseas returnees

The steps required for managing assignment of overseas returnees are shown in table 2-18.

Table 2-18
Managing assignment of overseas returnees

Step	Work center	Required action
1	PRSG	Use AAC-C13 report to identify soldiers stationed overseas who have not received AI 120 days before DEROS (rule <i>d</i>).
2	PRSG	Validate DEROS of soldiers identified in Step 1 above (rule <i>e</i>).
3	PRSG	Prepare reassignment file for each soldier identified in step 1 above (rule <i>f</i>).
4	PRSG	Suspense each reassignment file until 100 days before soldier's DEROS (rule <i>g</i>).
5	PRSG	Report soldiers, who have not received AI at least 100 days before DEROS, to PERSCOM (rule <i>h</i>).
6	PRSG	Suspense each reassignment file until 85 days before soldier's DEROS (rule <i>i</i>).
7	PRSG	Call PERSCOM to report all soldiers who have not received AI at least 85 days before DEROS.
8	PERSCOM	Issue AI.

Section XVI

Task: Process Request for Change of Tour

2-33. Rules for processing request for change of tour

a. Requests for change of tour must be submitted on DA Form 4187 and contain complete justification.

b. A soldier on a "with dependents" tour, whose family does not join the soldier overseas, may have the tour converted (not prorated) to an "all others" tour if the request is made within 12 months after arrival in a long tour area, within 6 months in a short tour area.

c. A soldier's overseas tour may not be prorated from a longer to a shorter tour if the soldier is within 12 months of DEROS in a long tour area or 6 months in a short tour area.

d. Requests for change of tour will be approved only when they are in the best interest of the service.

e. Soldiers who made no tour election prior to departure from CONUS are considered serving a "with dependents" tour.

2-34. Steps for processing request for change of tour

The steps required for processing request for change of tour are shown in table 2-19.

Table 2-19
Processing request for change of tour

Step	Work center	Required action
1	SDLR	Inform unit of desire to submit request for change of tour.
2	UNIT	Direct BNS1 to prepare DA Form 4187 requesting change of tour.
3	BNS1	Prepare DA Form 4187 and include or attach complete justification.
4	BNS1	Evaluate request for adequacy or justification.
5	BNS1	Recommend approval or disapprove.
6	BNS1	If recommending approval, forward request to Personnel Reassignments Work Center.
7	BNS1	If disapproved, inform unit of the reason.
8	PRSG	Receive request for change of tour.
9	PRSG	Evaluate request for adequacy or justification.
10	PRSG	If recommending approval, forward request through channels to the approval authority listed in table 2-1.
11	PRSG	If disapproved, inform BNS1 of reason.
12	PRSG	Receive request for change of tour from the approving authority listed in table 2-1.
13	PRSG	Inform BNS1 of approval or disapproval.
14	PRSG	Provide a copy of correspondence to the Personnel Information Work Center to post in soldier's MPRJ.
15	PINF	If approved, submit appropriate SIDPERS transaction to change soldier's DEROS.
16	PINF	File copy of correspondence in soldier's MPRJ.

Table 2-1
Reassignment eligibility rules—Special management command review

Special assignment criteria

Eligibility rule: Soldiers who are being assigned to an organization or activity listed below must meet special assignment criteria contained in Special Assignment Screening Table (table 2-5).

Test question: Is the soldier being assigned to an organization or activity in table 2-5?

Source: Compare soldier's qualifications listed on DA Form 2A with Special Assignment Screening Table (table 2-5).

Rule for "Yes" Answers

1. Compare soldier's new assignment with the list of assignments in REMARKS below.

2. If match occurs, select option from list that corresponds to soldier's new assignment.

3. Look up appropriate option in Special Assignment Screening Table (table 2-5).

4. Compare assignment criteria for that option with soldier's qualifications.

5. If soldier meets assignment criteria, continue reassignment processing.

6. If soldier does not meet assignment criteria, submit deletion (Code FB).

Required documentation: Documents supporting disqualifying reasons and/or statement from unit commander explaining why soldier is not qualified.

Required statement: Soldier does not meet special assignment criteria for the following reasons: (*Give specifics*). Copy of required documentation is attached.

Approval authority: HQDA

Remarks: (*Assignment Options*)

1. Joint HQ, US Military Missions, MAAG, JUSMAG, and similar

Table 2-1
Reassignment eligibility rules—Special management command review—Continued

activities.

2. Office of the Secretary of Defense and Office of the Joint Chiefs of Staff.

3. US Central Command.

4. US Special Operations Command.

5. Defense Communications Agency.

6. Defense Intelligence Agency.

7. US Army Element, Defense Nuclear Agency.

8. HQDA, PERSCOM, and HQ TRADOC.

9. US Military Academy, US Army Command and General Staff College and US Army War College.

10. US Disciplinary Barracks.

11. 1st Battalion (Reinf), 3d Infantry (The Old Guard), Fort Myer, VA.

12. US Army Military District of Washington (MDW), Military Police Company Fort Myer, VA.

13. US Army Berlin and Berlin Brigade.

14. US Army Intelligence and Security Command.

15. Office of the Assistant Chief of Staff for Intelligence and field activities.

16. US Army Correctional Activity.

17. US Army Courier Service.

18. US Army Service Center for the Armed Forces and HQ MDW.

19. US Army Element, Armed Forces Police Detachment, Wash, DC.

20. US Army Criminal Investigation Command.

21. Defense Logistics Agency.

22. Defense Investigative Service.

23. US Army Information Systems Command.

Not currently assigned to installation

Eligibility rule: Soldiers who are not currently assigned to installation will be deleted from assignment instructions.

Test question: Is the soldier currently assigned to another installation?

Source: NA

Rule for "Yes" Answers: (Select the *most* appropriate rule)

1. Submit deletion (Code EP) if there is no record of soldier being assigned to the installation.

2. Submit deletion (Code GM) if soldier was reassigned from installation on prior assignment instructions.

3. Submit deletion (Code GZ) if soldier was reassigned on same assignment instructions.

Required documentation: (Documentation # corresponds with Rule #)

1. Statement by MPD/PSC that there is no record of soldier being assigned to the installation.

2. Copy of reassignment order or HQDA correspondence directing reassignment.

3. Copy of reassigned order or HQDA correspondence directing reassignment.

Required statement: (Statement # corresponds with Rule #)

1. There is no record of soldier being assigned to the installation. Soldier has not been locally reassigned.

2. Soldier was reassigned to (*Installation and Country*)and (*EPMD Control and Line Number and EDAS Cycle*) with an arrival month of (*Date*). Copy of required documentation is attached.

3. Soldier was reassigned to (*Installation and Country*)and (*EPMD Control and Line Number and EDAS Cycle*) with an arrival month of (*Date*). Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks: If assignment instructions were received with a "ZG" processing note, no formal deletion action is required.

Already on assignment instructions (not departed)

Eligibility rule: Soldiers who are already on assignment instructions (but who have not departed) will require special handling.

Test question: Has the soldier already received assignment instructions from which he/she has not been officially deleted?

Source: Refer to correspondence directing previous reassignment.

Rule for "Yes" Answers:

1. Verify status of soldier.

2. Ask HQDA for guidance. Submit deletion (Code JA) if soldier will comply with original assignment instructions.

Required documentation: Copy of correspondence pertaining to previous assignment.

Table 2-1
Reassignment eligibility rules—Special management command review—Continued

Required statement: Soldier has already received assignment instructions. Copy of required documentation is attached.

Approval authority: HQDA

Remarks: None

Processing time (Insufficient)

Eligibility rule: Soldiers who are issued assignment instructions with less than 120 days notice may receive additional time to prepare for assignment.

Test question: Does the soldier have less than 120 days notice to prepare for this assignment?

Source: Refer to item 10 (EDAS Roster).

Rule for "Yes" Answers: Submit deferment (Code CZ) if additional time is needed.

Required documentation: Statement from soldier that fully explains the need for additional time to outprocess.

Required statement: Assignment instructions were received on(*Date*) per (*Authority*). Request new arrival month of(*Month*).

Approval authority: Field (Cdr, MPD/PSC)

Remarks: None

Stabilization (2nd PCS in same fiscal year)

Eligibility rule: Soldiers will not be reassigned if it will cause a second PCS in same fiscal year.

Test question: Will the soldier be reassigned during the same fiscal year of his/her last "cost" PCS?

Source: Compare item 10 (EDAS Roster) with DA Form 2A (Personnel Qualification Record—Part I—Enlisted Peacetime), section IV, item 6.

Rule for "Yes" Answers: (Select the *most* appropriate rule): Submit deferment (Code CJ) if no more than 120 calendar days beyond requirement month will allow soldier to PCS in next fiscal year.

Required documentation: Copy of DA Form 2-1 (Personnel Qualification Record—Part II).

Required statement: Soldier's last PCS was (*Date*). Soldier's last assignment before PCS was (*Installation and Country*). Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks: None

Stabilization (less than 12 months since last PCS)

Eligibility rule: Soldiers who have not completed at least 12 months at current duty station will not be reassigned.

Test question: Will the soldier be reassigned before completing at least 12 months at his/her current duty station?

Source: Compare item 10 (EDAS Roster) with DA Form 2A, Section IV, item 6.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Submit deferment (Code CD) if no more than 120 calendar days beyond requirement month will allow soldier to serve 12 months on station.

2. Submit deletion (Code GB) if more than 120 calendar days beyond requirement month are needed.

Required documentation: Copy of DD Forms 4 (Enlistment/Reenlistment Document—Armed Forces of the United States) and 1966 (Record of Military Processing—Armed Forces of the United States). HQDA approval, or other appropriate documentation.

Required statement: Stabilized on (*Date*) per(*Authority*) with termination date of (*Date*). Copy of required documentation is attached.

Approval authority: Deferment—Field (Cdr, MPD/PSC); Deletion—HQDA

Remarks: None

Stabilization (other than enlistment/reenlistment commitment)

Eligibility rule: Soldiers will not be reassigned prior to the termination date of their stabilization period.

Test question: Will the soldier's stabilization period terminate after the assignment arrival date?

Source: Compare item 10 (EDAS Roster) with DA Form 2A, section IV, item 15.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Submit deferment (Code CD) is no more than 120 calendar days beyond requirement month will accommodate required period of stabilization.

Table 2-1
Reassignment eligibility rules—Special management command review—Continued

2. Submit deletion (Code GB) if more than 120 calendar days beyond requirement month are needed.

Required documentation: Copy of DD Forms 4 and 1966 or correspondence from HQDA approving the stabilization.

Required statement: Stabilized on (*Date*) per(*Authority*) with termination date of (*Date*). Copy of required documentation is attached.

Approval authority: Deferment—Field (Cdr, MPD/PSC); Deletion—HQDA

Remarks: None

Profile (permanent)

Eligibility rule: Soldiers must be physically capable of performing duties for rank and MOS under worldwide field conditions.

Test question: Does the soldier's PULHES contain a "3" or "4"?

Source: Compare item 38 (EDAS Roster) with DA Form 2A, section II, items 9 and 10.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Schedule soldier to appear before an MMRB.
2. Submit deferment (Code CB) if soldier is pending MMRB.
3. Submit deletion (Code FD) and AEA Code C if MMRB concludes that soldier cannot perform in PMOS in combat.

Required documentation: DA Form 3349 (Physical Profile) and approved MMRB proceedings.

Required statement: Soldier has the following medical or dental limitations: (*briefly describe limitations*). Profile is permanent. Copy of required documentation is attached.

Approval authority: Deferment—Field (Cdr, MPD/PSC); Deletion—HQDA

Remarks: None

Stabilization (Other than enlistment/reenlistment commitment)

Eligibility rule: Soldiers must possess the MOS required for the assignment.

Test question: Does the soldier's PMOS differ from the assignment MOS?

Source: Compare item 17 (EDAS Roster) with DA Form 2A, section II, item 4.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Submit deletion (Code FC) if soldier does not possess the MOS (or suitable MOS) required for the assignment.
2. Submit deletion (Code GF) if soldier is being reassigned to duties in an MOS other than the MOS for which soldier received reenlistment bonus.

Required documentation: (Documentation # corresponds to Rule #): Copy of orders awarding PMOS.

Required statement: (Statement # corresponds to Rule #): PMOS is (*PMOS*); assignment MOS is (*MOS*). Awarded PMOS is acquired (*How?*). Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks: None

Special qualifications

Eligibility rule: Soldiers must possess special qualifications required for assignment.

Test question: Are the special qualifications required for this assignment different from those currently possessed by the soldier?

Source: Compare item 14 (EDAS Roster) with DA Form 2A, section II.

Rule for "Yes" Answers: Submit deletion (Code FG).

Required documentation: Documents supporting disqualifying reasons and/or statement from unit commander explaining why soldier is not qualified.

Required statement: Soldier does not possess special qualifications required for this assignment for the following reasons: (*Give specifics*). Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks: None

TDY schooling or training prerequisites

Eligibility rule: Soldiers must meet prerequisites for TDY schooling or training required for this assignment.

Test question: Are the prerequisites for TDY schooling or training required for this assignment different from those currently possessed by the soldier?

Table 2-1
Reassignment eligibility rules—Special management command review—Continued

Source: Compare schooling or training prerequisites specified in DA Pamphlet 351-4 or the MOS/SQL/ASI requirements contained in AR 611-201 with DA Form 2A.

Rule for "Yes" Answers: Submit deletion (Code FG)

Required documentation: Documents supporting disqualifying reasons and/or statement from unit commander explaining why soldier is not qualified.

Required statement: Soldier does not meet the prerequisites for schooling or training required for this assignment due to the following reasons: (*Give specifics*). Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks: See "Process TDY Options for Schooling in Conjunction with PCS" Task for additional information.

Security clearance

Eligibility rule: Soldiers must qualify for security clearance required for assignment.

Test question: Are the security clearance requirements for this assignment different from those currently possessed by the soldier?

Source: Compare EDAS Roster, items 20, 21 and 22 with DA Form 2A, section II, items 34-40.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Submit deletion (Code FA) if soldier does not qualify.
2. Submit deferment (Code CY) if clearance processing will not preclude soldier's arrival in gaining command within 120 calendar days of requirement month.

Required documentation: Documents from G2/Security Manager indicating soldier does not qualify for clearance or that more time is needed to process clearance.

Required statement: (Statement # corresponds to Rule #):

1. Present security clearance is (*Degree of access*). Soldier is disqualified for the required security clearance because (*Reason*). Copy of required documentation is attached.

2. Special instructions require that soldier have (*Degree of Clearance or Security Investigation*) prior to departure. Request was initiated on (*Date*). Request new arrival month of (*Month*). Copy of required documentation is attached.

Approval authority: HQDA

Remarks: None

PRP screening

Eligibility rule: Soldiers must be screened and found qualified for the PRP/CPRP for assignment.

Test question: Are the PRP prerequisites for this assignment different from those of the soldier's current duty assignment?

Source: Compare EDAS Roster, items 20, 21 and 22 with DA Form 2A, section II, items 34-40.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Submit deletion (Code FA) if soldier does not meet requirement.
2. Submit deferment (Code CY) if certification process will not preclude soldier's arrival in gaining command within 120 calendar days of the requirement month.

Required documentation: Documents from G2/Security Manager indicating soldier does not meet certification requirements or that more time is needed for certification.

Required statement:

1. Present security clearance is (*Degree of access*). Soldier is disqualified for the required security clearance because (*Reason*). Copy of required documentation is attached.

2. Special instructions require that soldier have PRP/CPRP certification prior to departure. Request was initiated on (*Date*). Request new arrival month of (*Month*). Copy of required documentation is attached.

Approval authority: HQDA

Remarks: None

From CONUS to CONUS

Eligibility rule: Soldiers will not be reassigned from CONUS to CONUS unless they have sufficient service remaining (as of last day of arrival month) to complete prescribed tour or at least 24 months service remaining until ETS (as of last day of arrival month).

Test question: Will the soldier being reassigned from CONUS to

Table 2-1

Reassignment eligibility rules—Special management command review—Continued

CONUS have less than 24 months service remaining (as of the last day of the arrival month) until his/her ETS?

Source: Compare item 10 (EDAS Roster) with DA Form 2A, section IV, item 3.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Submit deletion (Code GH) and AEA Code A if initial term soldier declines to extend or reenlist to meet service remaining requirements.

2. Submit deletion (Code EV) and AEA Code A if career soldier declines to extend or reenlist to meet service remaining requirements.

Required documentation: (Documentation # corresponds to Rule #):

1. Soldier's statement that he/she will not extend or reenlist to meet service remaining requirement.

2. DA Form 4991-R.

Required statement: (Statement # corresponds to Rule #):

1. Initial term soldier has insufficient service remaining and declines to extend/reenlist. Copy of required documentation is attached.

2. Career soldier has insufficient service remaining and declines to extend/reenlist. Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks: None

From CONUS to OCONUS (initial term soldier)

Eligibility rule: Initial term soldiers will not be reassigned to overseas area unless they have sufficient service remaining (as of last day of arrival month) to complete at least the "all others" tour prior to ETS upon arrival in the gaining overseas area.

Test question: Will the initial term soldier have insufficient service remaining (as of last day of arrival month) to complete the prescribed overseas tour prior to his/her ETS?

Source: Compare EDAS Roster, item 10 with DA Form 2A, section IV, item 3.

Rule for "Yes" Answers: Submit deletion (Code GH) if soldier declines to extend or reenlist to meet service remaining requirement.

Required documentation: Soldier's statement that he/she will not extend or reenlist to meet service remaining requirement. (DA Form 4991-R is not required.)

Required statement: Soldier has insufficient service remaining and declines to extend/reenlist. Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks: Initial term soldier is one who is serving on initial enlistment.

From CONUS to OCONUS (career soldier)

Eligibility rule: Career soldiers will not be reassigned to an overseas area unless they have sufficient service remaining (as of last day of arrival month) to serve "All Others Tour" for the overseas area, or "36 months for Alaska and Hawaii."

Test question: Will the career soldier have enough service remaining to serve "All Others Tour" or "36 months for Alaska and Hawaii," (as of last day of arrival month) until his/her ETS?

Source: Compare EDAS Roster, item 10 with DA Form 2A, section IV, item 3.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Submit deletion (Code EV) and AEA Code A if soldier *declines* to extend or reenlist to meet service remaining requirement.

2. Submit deletion (Code GC) and AEA Code A if soldier has a bar to reenlistment.

3. Submit deletion (Code EX) and AEA Code A if soldier has been selected for QMP.

4. Submit deletion (Code GQ) and AEA Code A if soldier cannot extend to reenlist due to failure to meet height and weight standards as prescribed in AR 600-9.

5. Submit deletion (Code GK) and AEA Code A if soldier cannot extend or reenlist due to low ASVAB or current SQT score.

6. Submit deletion (Code GR) and AEA Code A if soldier volunteers for overseas service and declines to extend or reenlist to meet minimum service remaining requirements.

Required documentation: (Documentation # corresponds to Rule #):

1. DA Form 4991-R.

2. DA Form 4126-R (Bar to Reenlistment Certificate) with periodic reviews *or* a statement from unit commander that additional service cannot be acquired under AR 601-280.

3. HQDA QMP letter.

4. Statement from unit commander that soldier cannot extend or

Table 2-1

Reassignment eligibility rules—Special management command review—Continued

reenlist because he/she does not meet standards in AR 600-9.

5. Copy of DA Form 2-1 and statement from unit commander that soldier cannot extend or reenlist due to low ASVAB and/or SQT scores.

Required statement: (Statement # corresponds to Rule #):

1. Soldier has insufficient service remaining and declines to extend or reenlist. Copy of required documentation is attached.

2. Soldier was barred from or denied reenlistment on (*Date*) and has less than 12 months remaining to ETS upon arrival in the overseas area. ETS is (*Date*). Copy of required documentation is attached.

3. Soldier has insufficient service remaining due to QMP. Copy of required documentation is attached.

4. Soldier cannot extend or reenlist because of failure to meet the body fat standards prescribed in AR 600-9. Copy of required documentation is attached.

5. Soldier cannot reenlist or extend because of low ASVAB or current SQT score. Latest SQT score is (*Score and Date*). Copy of required documentation is attached.

6. Soldier volunteered for overseas service with insufficient service remaining and declines to extend or reenlist. Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks:

1. Career soldier is one who is serving on second or subsequent enlistment.

2. Soldiers with more than 19 years active Federal service as of arrival month may elect to retire in lieu of PCS (see Reassignment Eligibility Rule #38).

3. Overweight soldier who will have at least 12 months service remaining upon arrival in the overseas area will not be deleted or deferred regardless of their success or failure in a weight reduction program. Such soldiers will be counseled that they must be within the weight criteria specified by AR 600-9 in order to acquire additional service.

4. Soldiers who require a waiver of retention ineligibility point for their grade will be deleted from assignment instructions using Code GK if their waiver is disapproved.

From OCONUS (long tour area) to CONUS (initial term soldier)

Eligibility rule: Soldiers will not be reassigned from OCONUS (long tour area) to CONUS unless they have at least 13 months service remaining from their DEROS to their ETS.

Test question: Will the soldier who is being reassigned from OCONUS (long tour area) to CONUS have less than 13 months service remaining from his/her DEROS until his/her ETS?

Source: Compare EDAS Roster, item 10 with DA Form 2A, section IV, and items 3 and 14.

Rule for "Yes" Answers: Submit deletion (Code GH) if soldier declines to extend or reenlist to obtain additional service.

Required documentation: DA Form 2A and document approving/explaining DEROS adjustment.

Required statement: Correct DEROS is (*Date*). Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks: Failure to take action to meet minimum service remaining requirements will result in the involuntary extension of a soldier's OCONUS tour, and the soldier will be returned to CONUS with only enough time remaining for travel and separation processing.

From OCONUS (short tour area) to CONUS (initial term soldier)

Eligibility rule: Soldiers will not be reassigned from OCONUS (short tour area) to CONUS unless they have at least seven months service remaining from their DEROS to their ETS.

Test question: Will the soldier who is being reassigned from CONUS (short tour area) to CONUS have less than seven months service remaining from his/her DEROS until his/her ETS? (Less Johnston Island and Eniwetok.)

Source: Compare EDAS Roster, item 10 with DA Form 2A, section IV, items 3 and 14.

Rule for "Yes" Answers: Submit deletion (Code GH) if soldier declines to extend or reenlist to obtain additional service.

Required documentation: DA Form 2A and document approving/explaining DEROS adjustment.

Required statement: Correct DEROS is (*Date*). Copy of required documentation is attached.

Table 2-1
Reassignment eligibility rules—Special management command review—Continued

Approval authority: Field (Cdr, MPD/PSC)

Remarks: Failure to take action to meet minimum service remaining requirements will result in the involuntary extension of a soldier's OCONUS tour, and the soldier will be returned to CONUS with only enough time remaining for travel and separation processing.

DEROS extended (OCONUS based soldiers)

Eligibility rule: Soldiers serving OCONUS who have received an approved foreign service tour extension (FSTE) will not be reassigned prior to completing their extension.

Test question: Will the soldier be reassigned prior to completion of his/her foreign service tour extension (FSTE)?

Source: Refer to DA Form 2A, section IV, item 14.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Submit deferment (Code CC) if no more than 120 calendar days beyond requirement month will allow soldier to service extension.
2. Submit deletion (Code GA) if more than 120 calendar days beyond requirement month are needed.
3. Submit deletion (Code GS) if soldier reenlisted in the overseas area for present duty assignment and has 12 months stabilization.

Required documentation: Copy of document authorizing extension.

Required statement: (Statement # corresponds to Rule #):

1. Soldier has an approved extension of foreign service tour to (Date). Copy of required documentation is attached.
2. Soldier has an approved extension of foreign service tour to (Date). Copy of requirement documentation is attached.
3. Soldier reenlisted in overseas area on (Date) for 12 month stabilization. Soldier's new DEROS is (Date).

Approval authority: Field (Cdr, MPD/PSC)

Remarks: None

DEROS conflicts with availability date (OCONUS based soldiers)

Eligibility rule: Soldiers will have DEROS which is after the availability date for their gaining assignment.

Test question: Is the soldier's DEROS after the assignment arrival date?

Source: Compare EDAS Roster, item 10 with DA Form 2A, section IV, item 14.

Rule for "Yes" Answers: Submit deletion (Code GG) unless soldier receives a curtailment.

Required documentation: Copy of document approving/explaining DEROS adjustment.

Required statement: Correct DEROS is (Date). Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks: None

Attached to another installation pending personnel action

Eligibility rule: Soldiers who are attached to another installation for the purpose of processing a personnel action will require special handling.

Test question: Is the soldier currently attached to another installation for the purpose of processing a personnel action?

Source: Refer to attachment order.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Verify status of soldier.
2. Ask HQDA for guidance. Submit deferment (Code CP) if required.

Required documentation: Copy of attachment order and DA Form 4187.

Required statement: Soldier is attached to (Name of installation) for the purpose of processing a personnel action (Give specifics). Copy of required documentation is attached.

Approval authority: HQDA

Remarks: None

Not assigned to losing unit

Eligibility rule: Soldiers who are not assigned to the losing unit specified in the assignment instructions will be deleted.

Test question: Is the soldier currently assigned to another unit?

Source: Refer to DA Form 2A, section II, item 2.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Submit deletion (Code EP) if there is no record of soldier being assigned to the unit.
2. Submit deletion (Code GM) if soldier was reassigned from unit on

Table 2-1
Reassignment eligibility rules—Special management command review—Continued

prior assignment instructions.

3. Submit deletion (Code GZ) if soldier was reassigned from unit on same assignment instructions.

Required documentation: (Documentation # corresponds to Rule #):

1. Statement from BNS1 that soldier is not assigned to losing unit specified in the assignment instructions.
2. Copy of reassignment order or HQDA correspondence directing reassignment.
3. Copy of reassignment order or HQDA correspondence directing reassignment.

Required statement: (Statement # corresponds to Rule #):

1. There is no record of soldier being assigned to the unit.
2. Soldier was reassigned to (Installation and Country) and (EPMD Control and Line Number and EDAS Cycle) with an arrival month of (Date). Copy of required documentation is attached.
3. Soldier was reassigned to (Installation and Country) and (EPMD Control and Line Number and EDAS Cycle) with an arrival month of (Date). Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks: No formal deletion action required for "ZG" processing note.

Assignment to unit scheduled for deployment

Eligibility rule: Soldiers assigned to a unit scheduled for permanent overseas deployment are not eligible for reassignment.

Test question: Is the soldier currently assigned to a unit scheduled for permanent overseas deployment (other than unit TDY movement such as REFORGER)?

Source: Refer to DA Form 2A, section III, item 2.

Rule for "Yes" Answers: Submit deletion (Code EM) and AEA Code R.

Required documentation: Copy of unit deployment order.

Required statement: Soldier is assigned to a unit deployment on (Date). Unit movement or deployment directive is dated (Date). Unit deployment order is attached/soldier is assigned to a deploying COHORT Unit (Identify unit). Unit deploying on (Date). Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks: This Reassignment Eligibility Rule does not apply to unit TDY movement such as REFORGER.

AWOL status

Eligibility rule: Soldiers who are in an AWOL status require special handling.

Test question: Is the soldier in an AWOL status?

Source: Refer to DA Form 268 (Report to Suspend Favorable Personnel Actions (FLAG)).

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. If AWOL, suspend case for 30 days then take action. Resume reassignment processing for those soldiers who return from AWOL (provided punitive action does not preclude reassignment).
2. If DFR (AWOL more than 30 days), finalize DFR action.

Required documentation: Copy of DA Form 268.

Required statement: Soldier was DFR on (Date). Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks: Soldiers who are placed in DFR status are automatically deleted from assignment via the HQDA system generated deletion process.

Confined

Eligibility rule: Soldiers who are in confinement will not be reassigned.

Test question: Is the soldier presently confined?

Source: Refer to document verifying soldier's status.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Submit deferment (Code HD) if civilian confinement will terminate prior to 120 calendar days of requirement month.
2. Submit deletion (Code FH) and AEA Code B if civilian confinement will preclude soldier's arrival within 120 calendar days of requirement month.
3. Submit deletion (Code EW) and AEA Code B if military confinement will preclude soldier's arrival within 120 calendar days of requirement month.

Required documentation: (Documentation # corresponds to Rule #):

Table 2-1
Reassignment eligibility rules—Special management command review—Continued

1. Deferment (Code HD): Copy of civil court document (order, indictment, warrant, subpoena) and GCMCA approval.
2. Deletion (Code FH): DA Form 4187 showing duty status change of "CCA" (Confined—Civil Authorities).
3. Deletion (Code EW): DA Form 4187 showing duty status change of "CMA" (Confined—Military Authorities).

Required statement: (Statement # corresponds to Rule #):

1. Deferment (Code HD): Civil court deferment was approved by GCMCA on *(Date)*. New arrival month is *(Month)*. Copy of required documentation is attached.
2. Deletion (Code FH): Soldier was placed in civil confinement on *(Date)* and will be released on *(Date)*. Copy of required documentation is attached.
3. Deletion (Code EW): Soldier was placed in military confinement on *(Date)* and will be released on *(Date)*. Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks: None

TDY from home station

Eligibility rule: Soldiers who are TDY from home station will not be reassigned unless they are scheduled to return to home station at least 60 days prior to first day of arrival month.

Test question: Is the soldier currently TDY from his/her home station and not scheduled to return at least 60 days prior to the first day of the arrival month?

Source: Refer to DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel).

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Submit deferment (Code CH) if no more than 120 calendar days beyond requirement month are needed to accommodate TDY completion.
2. Submit deletion (Code EG) if more than 120 calendar days beyond requirement month are needed.

Required documentation: Copy of DD Form 1610.

Required statement: Soldier's TDY began on *(Date)* and will end on *(Date)*. Copy of required documentation is attached.

Approval authority: Deferment—HQDA; Deletion—Field (Cdr, MPD/PSC)

Remarks:

1. Soldiers sent TDY (or participate in unit training, exercises or tests in other than TDY status) after receipt of assignment instructions and whose TDY (or training, exercise, or test) termination date conflicts with the HQDA-directed arrival month will be returned to their installation for outprocessing, even if TDY (or training, exercise, or test) requirement may still exist or cannot be met.
2. Participation in unit training, exercises, or tests is not a basis for deletion.

Medical or dental treatment

Eligibility rule: Soldiers who are undergoing any medical or dental treatment require special handling.

Test question: Is the soldier presently undergoing any medical or dental treatment that would prevent this reassignment?

Source: Refer to DA Form 3349.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Submit deferment (Code CB) and AEA Code C if no more than 120 calendar days beyond requirement month will accommodate temporary ineligibility condition.
2. Submit deletion (Code EC) and AEA Code C if more than 120 calendar days beyond requirement month are needed for treatment.

Required documentation: Copy of DA Form 3349.

Required statement: (Statement # corresponds with Rule #):

1. Deferment (Code CB): Soldier is receiving medical/dental treatment for *(Reason)*. Treatment began on *(Date)* and is due to end on *(Date)*. Soldier is in an inpatient/outpatient status. Copy of required documentation is attached.
2. Deletion (Code EC): Soldier is receiving medical/dental treatment for *(Reason)*. Treatment began on *(Date)* and is due to end on *(Date)*. Soldier is in an inpatient/outpatient status. Copy of required documentation is attached.

Approval authority: Deferment—Field (Cdr, MPD/PSC); Deletion—HQDA

Table 2-1
Reassignment eligibility rules—Special management command review—Continued

Remarks: A statement by a medical or dental officer will not be substituted for a DA Form 3349. Also, request for deferment will not be approved if temporary profile terminates prior to the HQDA-directed arrival month.

Court appearance

Eligibility rule: Soldiers who are awaiting court appearance or trial will not be reassigned.

Test question: Is the soldier awaiting court or trial appearance as a defendant?

Source: Refer to documents verifying soldier's status.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Submit deferment (Code HC) if soldier's arrival in gaining command will not be delayed more than 120 calendar days from the requirement month due to GCMCA approved deferment for civil court action (family related problems).
2. Submit deferment (Code HD) if soldier's arrival date in gaining command will not be delayed more than 120 calendar days from the requirement month due to GCMCA approved deferment for civil court action (other than family related problems) will preclude soldier's arrival within 120 calendar days of requirement month.
3. Submit deletion (Code GE) if soldier's established civilian court date (for other than family related problems) will preclude soldier's arrival within 120 calendar days of requirement month.
4. Submit deferment (Code HF) if soldier's arrival in gaining command will not be delayed more than 120 calendar days from the requirement month due to GCMCA approved deferment for military court action.

Required documentation: (Documentation # corresponds to Rule #):

1. Deferment (Code HC): Copy of GCMCA approval.
2. Deferment (Code HD): Copy of civil court document (order, indictment, warrant, subpoena) and GCMCA approval.
3. Deletion (Code GE): Copy of legal document requiring soldier to personally appear in court.
4. Deferment (Code HF): Written request by the installation Staff Judge Advocate (specifying the length of time the soldier will be required and the basis of his or her retention) and GCMCA approval.

Required statement: (Statement # corresponds to Rule #):

1. Deferment (Code HC): Civil court action deferment was approved by GCMCA on *(Date)*. New arrival month is *(Month)*. Copy of required documentation is attached.
2. Deferment (Code HD): Civil court action deferment was approved by GCMCA on *(Date)*. New arrival month is *(Month)*. Copy of required documentation is attached.
3. Deletion (Code GE): Soldier is awaiting civil court appearance which is scheduled for *(Date)*. This court appearance precludes soldier's departure. Copy of required documentation is attached.
4. Deferment (Code HF): Soldier has a confirmed military court date of *(Date)*. Soldier is required to appear in court for *(Reason)*. Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks: None

Early release

Eligibility rule: Soldiers who are pending early release from active duty are not eligible for reassignment.

Test question: Is the soldier pending an early release from active duty?

Source: Refer to DA Form 268 or early release order.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Submit deletion (Code FI) if soldier is being released under AR 635-200, Chapter 14.
2. Submit deletion (Code GL) and AEA Code A or B if soldier is being released under AR 635-200 (except Chapter 14).

Required documentation: Copy of early release order or document that approved early release.

Required statement: Soldier will receive an early release from active duty on *(Date)*. Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks: None

Profile (medical evaluation board)

Eligibility rule: Soldiers undergoing medical suitability proceedings require special handling.

Test question: Is the soldier pending a MEB/PEB?

Table 2-1

Reassignment eligibility rules—Special management command review—Continued**Source:** Refer to DA Form 3349.**Rule for "Yes" Answers:**

1. If pending MMRB, expedite action.
2. Submit deletion (Code FD) and AEA Code C if MMRB recommends PEB.

Required documentation: Copy of DA Form 3349 and documents indicating MMRB results.**Required statement:** Soldier has the following medical or dental limitations: (*Briefly describe limitations*). Profile is permanent. Copy of required documentation is attached.**Approval authority:** HQDA**Remarks:** None**Reclassification****Eligibility rule:** Soldiers who have a reclassification action pending, require special handling.**Test question:** Is the soldier pending a PMOS reclassification?**Source:** Refer to request for reclassification.**Rule for "Yes" Answers:**

1. Determine if reclassification is mandatory or voluntary.
2. If mandatory, submit deletion (Code JA).
3. If voluntary, submit deferment (Code DA) if no more than 120 calendar days beyond requirement month are needed to process request for reclassification.
4. If voluntary, submit deletion (Code JA) if request for reclassification is approved.

Required documentation: Copy of reclassification action.**Required statement:** Soldier is pending mandatory/voluntary reclassification. Copy of required documentation is attached.**Approval authority:** HQDA**Remarks:** When reclassification is not mandatory, a deferment is not authorized if the request was initiated after assignment instructions were issued by HQDA.**Suspension of favorable personnel actions (flagged)****Eligibility rule:** Soldiers who are under suspension of favorable personnel actions will require special handling.**Test question:** Is the soldier under suspension of favorable personnel actions flagged?**Source:** Refer to DA Form 268.**Rule for "Yes" Answers:**

1. Refer to AR 600-8-2 (Suspension of Favorable Personnel Actions(Flags)) to determine if flagging action is transferable.
2. Submit deferment (Code CA) if flagging action is not transferable and no more than 120 calendar days beyond requirement month are needed to finalize action.
3. Submit deletion (Code EB) if flagging action is not transferable and more than 120 calendar days beyond requirement month are needed to finalize action.

Required documentation: Copy of DA Form 268 and copy of most recent C95 report reflecting latest review date.**Required statement:** Suspension of favorable personnel actions was initiated on (*Date*). Copy of required documentation is attached.**Approval authority:** Field (Cdr, MPD/PSC)**Remarks:** This rule will not be used if flag is result of soldier's participation in Army Weight Control Program (see Reassignment Eligibility Rule #16 for use of Deletion Code GQ).**Alcohol and drug abuse program****Eligibility rule:** Soldiers enrolled in Phase III of the Alcohol and Drug Abuse Prevention and Control Program require special handling.**Test question:** Is the soldier enrolled in Phase III of the Alcohol and Drug Abuse and Control Program (ADAPCP)?**Source:** Refer to documents verifying soldier's status.**Rule for "Yes" Answers:** (Select the *most* appropriate rule):

1. Submit deferment (Code CE) if soldier's enrollment in ADAPCP (Phase III expires no more than 120 calendar days beyond requirement month.
2. Submit deletion (Code ED) and AEA Code A or G if soldier is Rehabilitative Failure.

Required documentation: (Documentation # corresponds to Rule #):

1. Documents verifying soldier's status and date entered rehabilitation program.

Table 2-1

Reassignment eligibility rules—Special management command review—Continued

2. Statement by Alcohol or Drug Abuse Officer or unit commander indicating soldier has failed the program.

Required statement:1. Soldier is in an alcohol or drug abuse rehabilitation program. Soldier entered program on (*Date*). Copy of required documentation is attached.2. Soldier is an alcohol or drug abuse rehabilitative failure. Soldier entered the program on (*Date*) and was released from the program on (*Date*). Copy of required documentation is attached.**Approval authority:** Field (Cdr, MPD/PSC)**Remarks:** Soldier is not eligible for a deferment if he or she has been detoxified and has completed the initial phase of rehabilitation which should not exceed 60 calendar days.**Schooling not in conjunction with assignment****Eligibility rule:** Soldiers who have been approved to attend an Army service school, SGM academy, senior academy, prep school, service academy, or ROTC require special handling.**Test question:** Is the soldier scheduled for any schooling *not* in conjunction with this assignment?**Source:** Refer to document that authorizes schooling.**Rule for "Yes" Answers:** (Select the *most* appropriate rule):

1. Submit deferment (Code DE) if attendance at service school will not preclude soldier's arrival in gaining command within 120 calendar days of the requirement month *and* course will not change PMOS.
2. Submit deferment (Code CN) if attendance at further MOS training will not preclude soldier's arrival in gaining command within 120 calendar days of the requirement month *and* course will not change PMOS.
3. Submit deletion (Code EH) if attendance at service school will preclude soldier's arrival in gaining command within 120 calendar days of the requirement month *or* if course will change PMOS.

Required documentation: Copy of orders (TDY or PCS) or HQDA approval letter.**Required statement:** Soldier is attending/will attend (*Name of School or Course*) which began/will begin on (*Date*) and will end on (*Date*). Schooling will/will not change PMOS. Copy of required documentation is attached.**Approval authority:** Deferment (Code DE & CN); Deletion (Code GJ)—Field (Cdr, MPD/PSC); Deletion (Codes EH & JA)—HQDA**Remarks:** None**Specialized training application****Eligibility rule:** Soldiers who have applications pending for Ranger, Special Forces, Airborne, or other specialized training prior to receipt of assignment instructions require special handling.**Test question:** Has the soldier applied for specialized training?**Source:** Refer to soldier's application.**Rule for "Yes" Answers:**

1. Take action to expedite decision.
2. Submit deferment (Code DC) if no more than 120 calendar days beyond requirement month are needed to process application.

Required documentation: Copy of endorsement forwarding application to HQDA.**Required statement:** Soldier's application for (*Type of Training*) is pending. Application was initiated on (*Date*). Copy of required documentation is attached.**Approval authority:** Field (Cdr, MPD/PSC)**Remarks:** None**Administrative processing error****Eligibility rule:** Soldiers whose departures are delayed due to administrative processing errors may be deferred.**Test question:** Is the soldier being delayed from complying with these assignment instructions due to administrative processing errors?**Source:** Refer to statement from unit commander or MPD/PSC outlining circumstances for the delay.**Rule for "Yes" Answers:** Submit deferment (Code CR) if no more than 120 calendar days beyond requirement month will allow soldier to comply with assignment instructions.**Required documentation:** Statement from unit commander or MPD/PSC outlining circumstances for the delay.**Required statement:** Soldier's movement has been delayed because of

Table 2-1
Reassignment eligibility rules—Special management command review—Continued

MPD/PSC or unit administrative error. Request new arrival month of (Month). Copy of required documentation is attached.
Approval authority: Field (Cdr, MPD/PSC)
Remarks: Required documentation must include relevant dates such as date of receipt of assignment instructions at the installation, date EDAS cycle was processed, date of records review, date of notification to the BNS1, date of interview, etc.

Other disqualifying actions

Eligibility rule: Soldiers who are pending an action not listed above that would preclude them from complying with assignment instructions require special handling.

Test question: Are there any circumstances not listed above that would preclude the soldier from complying with these assignment instructions?

Source: Refer to official document that reflects action that would preclude the soldier from complying with assignment instructions.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

Required documentation: *Operational reasons:*

1. Submit deferment (Code CF) if no more than 120 calendar days beyond requirement month are needed to fulfill urgent operational requirements.

2. Submit deletion (Code EE) and AEA Code V if more than 120 calendar days beyond requirement month are needed to fulfill urgent operations requirements.

OCS/WOCS application:

3. Submit deferment (Code DB) if no more than 120 calendar days beyond requirement month are needed to process application or OCS or WOCS.

4. Submit deletion (Code EL) if soldier has an approved OCS or WOCS application.

Reduced more than two grades:

5. Submit deferment (Code CA) if soldier is pending reduction of more than two grades (but action has not been finalized).

6. Submit deletion (Code FF) if soldier in grade SSG and below have been reduced more than two grades.

Other actions:

7. Submit deferment (Code CP) if soldier is pending an action not listed above and no more than 120 calendar days beyond requirement month are needed to finalize action.

8. Submit deletion (Code JA) if soldier is pending an action not listed above and more than 120 calendar days beyond requirement month are needed to finalize action.

Required documentation:

1. Deferment (Code CF) and Deletion (Code EE): DA Form 4187 with supporting justification, a general officer endorsement, and favorable endorsement from MACOM.

2. Deferment (Code DB) and Deletion (Code EL): Copy of HQDA approval letter or GCMCA endorsement which forwarded the application to HQDA.

3. Deferment (Code CA) and Deletion (Code FF): Copy of disciplinary action and other documents which substantiate the request.

4. Deferment (Code CP) and Deletion (Code JA): Copy of official document that reflects action that would preclude soldier from complying with assignment instructions.

Required statement: Soldier is pending the following action that would preclude him/her from complying with this assignment: (*Give specifics*). Copy of required documentation is attached.

1. Deferment (Codes DB and CA)—Field (Cdr, MPD/PSC).

2. Deletion (Code FF)—Field (Cdr, MPD/PSC).

3. Deferment (Codes CF and CP)—HQDA.

4. Deletion (Codes EE, EL, JA)—HQDA.

Remarks:

1. *Operational reasons:* This rule only applies to CONUS based soldiers. See "Process Deletion/Deferment Request—Operational" Task for further information.

2. *OCS/WOCS application:* This rule also applies to soldiers who have an application pending or have been selected for a direct commission.

3. *Reduced more than two ranks:* This rule only applies to soldiers in ranks SSG and below who have been reduced more than two ranks.

Retirement

Table 2-1
Reassignment eligibility rules—Special management command review—Continued

Eligibility rule: Soldiers who have an approved retirement date will not be reassigned.

Test question: Do you have an approved retirement date?

Source: Refer to DA Form 2339 (Application for Voluntary Retirement) or AAC-TO1 Report, Part 6 or 7.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Submit deletion (Code GU) and AEA Code A if soldier has mandatory retirement date and cannot acquire additional service to complete tour.

2. Submit deletion (Code ET) and AEA Code A if soldier has a retirement application approved prior to issuance of assignment instructions.

3. Submit deletion (Code EU) and AEA Code A if soldier elects to retire in lieu of PCS and submits retirement application within 30 days of alert notification.

Required documentation: (Documentation # corresponds to Rule #):

1. Deletion (Code GU)—DA Form 2A.

2. Deletion (Code ET)—Copy of approved DA Form 2339.

3. Deletion (Code EU)—Copy AAC-TO1 Report, Part 6 or 7 and copy of approved DA Form 2339.

Required statement: Soldier has an approved retirement date of (Date). Copy of required documentation is attached.

Approval authority: Deletion (Code GU)—Field (Cdr, MPD/PSC); Deletion (Codes ET and EU)—HQDA.

Remarks: This Reassignment Eligibility Rule pertains to mandatory and voluntary retirement.

Airborne terminated

Eligibility rule: Airborne-trained soldiers who voluntarily terminate their airborne status following their initial 12 month obligation will not be assigned to airborne duty.

Test question: If you are being assigned to an airborne position, do you wish to terminate your airborne status?

Source: Refer to DA Form 4187 or AAC-TO1 Report, Part 6 or 7.

Rule for "Yes" Answers:

1. Submit deletion (Code FE) if soldier is airborne trained and voluntarily terminates his/her airborne status following initial 12 month obligation.

2. Take action to withdraw soldier's SQL.

Required documentation:

1. DA Form 4187 that requester termination or airborne status prior to receipt of assignment instructions *or*

2. AAC-TO1 Report, Part 6 or 7 signed by soldier requesting termination of airborne status after alert notification.

Required statement: Soldier declines airborne assignment and is required to terminate airborne status. Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks: None

Restriction resulting from sensitive duty

Eligibility rule: Soldiers who have reassignment restrictions to certain duties or areas are ineligible for reassignment.

Test question: Are you being assigned to a duty or an area for which you have a reassignment restriction for the reason of prior sensitive duty assignment?

Source: Refer to DA Form 2-1 or documents that support restriction.

Rule for "Yes" Answers: Submit deletion (Code JA).

Required documentation: DA Form 2-1 and documents to support the assignment restriction.

Required statement: Soldier is restricted from service to (Name area). Copy of required documentation is attached.

Approval authority: HQDA

Remarks: None

Stabilization (enlistment/reenlistment commitment)

Eligibility rule: Soldiers who have definite enlistment/reenlistment commitments will not be reassigned until commitments have been fulfilled.

Test question: Do you have an enlistment or reenlistment commitment for other than the area of this assignment?

Source: Refer to DA Form 2-1, DD Forms 4 and 1966.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

Table 2-1
Reassignment eligibility rules—Special management command review—Continued

1. Submit deferment (Code CD) if no more than 120 calendar days beyond requirement month are needed to fulfill commitment for stabilization.
2. Submit deletion (Code GB) and AEA Code U if more than 120 calendar days beyond requirement month are needed to fulfill commitment for stabilization.
3. Submit deferment (Code CP) if no more than 120 calendar days beyond requirement month are needed to fulfill commitment for other than stabilization.
4. Submit deletion (Code JA) and AEA Code U if more than 120 calendar days beyond requirement month are needed to fulfill commitment for other than for stabilization.

Required documentation: Copy of enlistment/reenlistment contract.
Required statement:

1. Stabilization (rule 1 and 2): Stabilization began on *(Date)* per *(Authority)* with termination date of *(Date)*. Copy of required documentation is attached.
2. Other than stabilization (rule 3 and 4): Soldier has a training (or assignment commitment for *(State commitment)*). Copy of required documentation is attached.

Approval authority: Deferment (Code CD)—Field (Cdr, MPD/PSC); Deletion (Codes GB and JA) and Deferment (Code CP)—HQDA.

Remarks: None

Pregnant soldier

Eligibility rule: Soldiers who are pregnant as of their scheduled date of departure for overseas assignment are ineligible for overseas assignment.

Test question: Are you a pregnant soldier?

Source: Refer to statement from attending physician.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Submit deferment (Code CX) if soldier is pregnant as of her scheduled arrival month in the overseas command and no more than 120 calendar days beyond requirement month are needed to accommodate delivery and authorized postpartum leave of six weeks following delivery or termination of pregnancy.
2. Submit deletion (Code EJ) and AEA Code C if more than 120 calendar days beyond requirement month are needed to accommodate delivery and authorized postpartum leave of six weeks following delivery or termination of pregnancy.

Required documentation: DA Form 4187 with a statement from attending physician indicating estimate date of delivery.

Required statement: Soldier is pregnant with expected date of delivery of *(Date)*. Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks:

1. The losing installation command may approve, as an exception to policy, a request for movement of pregnant married soldier provided: (1) Soldier has an approved joint domicile to a long tour area, and the husband's arrival month coincides with or precedes the wife's arrival month. (2) Soldier has sufficient service remaining to serve the required tour. (3) Medical clearance has been granted.
2. Exceptions will not be granted for travel beyond the 7th month of pregnancy.
3. Exceptions will not be granted for soldiers being assigned to short-tour areas or those electing to serve on "all others" tour in a long-tour area.
4. Exceptions will not be granted if weight standards of AR 600-9 are exceeded and the soldier is thus ineligible to reenlist or extend for the required remaining service.
5. Requests for exceptions (other than those which may be approved by the installation) may be submitted to PERSCOM (TAPE-EP (career management branch), Alexandria, VA 22331-XXXX).
6. Deletion (Code EJ): Termination date will be the date temporary ineligibility expires (two months beyond expected date of delivery).

Married Army couple or sole parent

Eligibility rule: Soldiers who are part of a married Army couple or a sole parent require special handling.

Test question: Are you a sole parent or married to an Army soldier?

Source: Refer to DA Form 2A, section I, items 8, 13 and 15.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Submit deferment (Code CS) if soldier is part of a married Army couple or a sole parent with family members who has been denied

Table 2-1
Reassignment eligibility rules—Special management command review—Continued

concurrent travel within 60 calendar days of the HQDA-directed arrival month.

2. Submit deferment (Code CU) if soldier is married to another soldier, was given assignment instructions to an area different from that of spouse, and has requested joint domicile.

Required documentation: (Document # corresponds to Rule #):

1. Statement by soldier's commander explaining why soldier's current DA Form 4974-R (Family Care Plan) is not sufficient.

2. Documentation to show that the joint domicile request was submitted within 30 calendar days of the EDAS cycle date.

Required statement: (Statement # corresponds to Rule #):

1. Soldier's concurrent travel has been denied. Request new arrival month of *(Month)*. Copy of required documentation is attached.

2. Soldiers have assignment instructions to different areas (*State Different Areas*). Joint domicile request is pending. Copy of required documentation is attached.

Approval authority: Deferment (Code CX)—Field (Cdr, MPD/PSC); Deferment (Code CU)—HQDA.

Remarks:

1. Married Army Couple: Deferment is authorized for one parent only. Married Army couples who have been approved joint domicile, but are moving at different times, will not be deferred unless such request is based upon *compelling* compassionate reasons. Such requests must be forwarded to HQDA (TAPC-EPO-E) Alexandria, VA 22331-0455.

2. Sole Parent: Soldier must have legal custody of dependent children to qualify for a deferment. Oversea MACOMs must grant automatic concurrent travel for sole parents or pay for their travel to and from CONUS (to escort dependent children) from the MACOM normal TDY account.

3. Married Army Couple/Sole Parent: Only in unforeseen circumstances will a maximum deferment of 60 calendar days beyond requirement month be authorized to allow the soldier to make appropriate arrangement for the care of family members. Failure to maintain a Family Care Plan (DA Form 4974-R) is not a basis for deferment or deletion.

Pregnant spouse

Eligibility rule: Soldier whose legal wife will be in at least the 8th month of pregnancy in the HQDA-directed arrival month are ineligible for overseas assignment until six weeks after delivery or termination of pregnancy.

Test question: Is your spouse pregnant?

Source: Refer to statement from attending physician.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Submit deferment (Code CM) if soldier's legal wife will be in her 8th month of pregnancy in the HQDA-directed arrival month of no more than 120 calendar days beyond requirement month are needed to accommodate delivery and authorized postpartum leave of six weeks following delivery or termination of pregnancy provided soldier will have sufficient service remaining to complete the prescribed tour.

2. Submit deletion (Code GD) if more than 120 calendar days beyond requirement month are needed.

Required documentation: Statement from attending physician indicating estimated date of delivery.

Required statement: Legal wife is pregnant with expected date of delivery of *(Date)*. Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks:

A deletion or deferment based upon pregnancy of legal wife is *not* mandatory. It is allowed only if soldier requests deletion or deferment action.

In cases involving intertheater transfer when the legal wife (either soldier or civilian) is in the same overseas area as her husband, the required documentation will include a statement from the attending physician indicating the date the wife will reach her 240th day of pregnancy and the expected date the wife and infant(s) will be eligible to travel.

Extreme family problems

Eligibility rule: Soldier with certain extreme family problems be deleted or deferred from assignment.

Test question: Do you have an extreme family situation that meets the requirements outlined in this table?

Table 2-1
Reassignment eligibility rules—Special management command review—Continued

Source: Refer to DA Form 3739.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

If case meets requirements for local approval (see remarks):

1. Submit deferment (Code HB) if no more than 90 calendar days beyond requirement month are needed to resolve family problems so soldier can comply with assignment instructions.

2. Submit deletion (Code HA) and AEA Code S if more than 90 calendar days beyond requirement month are needed.

If case meets requirements for HQDA approval (see remarks):

3. Submit deferment (Code CG) if no more than 90 calendar days beyond requirement month are needed to resolve family problems so soldier can comply with assignment instructions.

4. Submit deletion (Code EF) and AEA Code S if more than 90 calendar days beyond requirement month are needed.

Required documentation: DA Form 3739 and supporting documents.

Required statement: (Statement # corresponds to Rule #):

Local approval (see remarks):

1. Deferment: Compassionate deferment was approved by MPD/PSC Commander on (Date). New arrival month is (Month). Copy of required documentation is attached.

2. Deletion: Compassionate deletion was approved by MPD/PSC Commander on (Date). Copy of required documentation is attached. HQDA approval (see remarks):

3. Deferment: Soldier has extreme family problems. Copy of required documentation is attached.

4. Deletion: Soldier has extreme family problems. Copy of required documentation is attached.

Approval authority: Deferment (Code HB) and Deletion (Code HA); Field (Cdr, MPD/PSC); Deferment (Code CG) and Deletion (Code EF); HQDA (TAPC-EPS-E).

Remarks:

1. *Requirements for local approval of deferment (Code HB):*

(a) Recent death in soldier's family other than spouse or child.

(b) Illness of a family member that requires staying in hospital or institution for less than 90 days.

(c) Recent custody of a child or children as a result of divorce, legal separation, or desertion.

(d) Soldier has established court date for legal matters that absolutely requires the soldier's presence provided matter can be resolved within 90 days.

(e) Domestic hardship involving a soldier's family that requires soldier's presence.

2. *Requirements for local approval of deletion (Code HA):*

(a) Terminal illness of family member where death is expected within one year.

(b) Recent death of a soldier's spouse or child.

(c) Prolonged stay in hospital or institution of more than 90 days of a family member.

(d) Recent documented rape of soldier's spouse or child.

(e) Documented child abuse.

3. *Requirements for HQDA approval of deferment (Code CG):*

(a) Recent severe psychotic episode involving spouse or child.

(b) Soldier's children are being made wards of the court or placed in an orphanage or a foster home as a result of family separation.

(c) A person who is discriminated against cannot get adequate off-post housing after a reasonable time.

(d) Adoption cases in which the home study has been completed and a child is scheduled to be placed in the soldier's home within 90 days.

(e) Soldiers enroute from an accompanied overseas tour to an unaccompanied overseas tour may be deferred for up to 30 days to settle their family members.

4. *Requirements for HQDA approval of deletion (Code EF):* Soldier may be granted deletion based on requirements outlined in 3(a)–3(e) above if more than 90 days are needed to resolve family problem.

(a) *Note on locally approved cases:* The MPD/PSC must notify CDR PERSCOM whenever it approves any case that meets the requirements outlined in 1 and 2 above. See "Process Deletion/Deferment Request—Regulatory (Locally Approved)" Task for further information.

(b) *Note on HQDA approved cases:* The requirements outlined in 3 and 4 above are examples and do not include all requirements (See "Process Deletion/Deferment Request—Regulatory (HQDA Approved)" Task for further information.

Exceptional family members

Table 2-1
Reassignment eligibility rules—Special management command review—Continued

Eligibility rule: Soldiers with exceptional family members must enroll in the Exceptional Family Members Program (EFMP) before applying for dependent travel to an overseas area.

Test question: Do you have any family members with a physical, emotional, developmental or intellectual disorder who are not enrolled in the EFMP?

Source: Refer to DA Form 4787-R.

Rule for "Yes" Answers: MPD/PSC will notify gaining overseas commander of family member's EFMP enrollment status by forwarding DA Form 4787-R.

Required documentation: DA Form 4787-R.

Required statement: DA Form 4787-R, block 14 contains the required statement which reads: "I (do) (do not) have family members with physical, emotional, developmental or intellectual problems."

Approval authority:

1. Enrollment in EFMP: Medical Coding Team.

2. Family Member Travel Decision: Gaining overseas commander.

Remarks: Any family member who is deemed qualified for the Exceptional Family Member Program by competent medical authority will be mandatorily enrolled in that program per AR 600-75.

Not completed 12 weeks of training

Eligibility rule: Soldiers who have not completed their initial entry training (minimum of 12 weeks) will not be assigned to OCONUS areas.

Test question: Have you failed to complete initial entry training (12 weeks military training or its equivalent) required before your overseas movement?

Source: Refer to DA Form 2A, section II, item 4.

Rule for "Yes" Answers: Submit deletion (Code JA).

Required documentation: DA Form 2-1.

Required statement: Soldier has not completed initial entry training required before overseas movement. Copy of required documentation is attached.

Approval authority: HQDA

Remarks: None

Citizenship (German alien)

Eligibility rule: Soldiers who are German aliens will not be assigned to the Federal Republic of Germany.

Test question: If you have received assignment instructions to the Federal Republic of Germany, are you a German national?

Source: Refer to DA Forms 2A and 2-1/DD Forms 4 and 1966 or alien card.

Rule for "Yes" Answers: Submit deletion (Code GN).

Required documentation: DA Form 2A and 2-1, and DD Forms 4 and 1966, or statement from MPD/PSC that soldier's alien card has been reviewed.

Required statement: Soldier is a German alien. Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks: Former German citizens or dual U.S.-German citizens are not subject to this restriction and may be assigned accordingly.

Citizenship (Turkish alien)

Eligibility rule: Soldiers who are Turkish nationals or are dual U.S.-Turkish nationals will not be assigned to Turkey, unless they are aware of the personal risks involved and desire such assignment despite these risks.

Test question: If you have received assignment instructions to Turkey, are you and your spouse a Turkish or dual U.S.-Turkish national?

Source: Refer to DA Forms 2A and 2-1, DD Forms 4 and 1966 or alien card.

Rule for "Yes" Answers: Submit deletion (Code GN).

Required documentation: DA Forms 2A and 2-1, and DD Forms 4 and 1966, or statement from MPD/PSC that soldier's alien card has been reviewed.

Required statement: Soldier is a Turkish national. Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks: Soldiers who are not Turkish nationals or dual U.S.-Turkish

Table 2-1
Reassignment eligibility rules—Special management command review—Continued

nationals but who have family members who are Turkish nationals may be assigned to Turkey on an unaccompanied basis only.

Convicted in foreign country

Eligibility rule: Soldiers will not be reassigned to the foreign country where they committed a crime that resulted in civil or military imprisonment or conviction by a foreign tribunal.

Test question: Are you being reassigned overseas to a country where you committed a crime that resulted in civil or military imprisonment or conviction by a foreign tribunal?

Source: Refer to document attesting to soldier's previous conviction.

Rule for "Yes" Answers: Submit deletion (Code JA).

Required documentation: Documents to support the soldier's previous conviction.

Required statement: Soldier is being reassigned to the foreign country where he or she committed a crime that resulted in civil or military imprisonment or conviction by a foreign tribunal.

Approval authority: HQDA

Remarks: None

Stabilization (12 months TDY during 24 month period)

Eligibility rule: Soldiers who have served 12 cumulative months TDY during the 24 month period immediately preceding the HQDA-directed arrival month are ineligible for assignment to a dependent restricted area.

Test question: Are you being involuntarily reassigned to an unaccompanied short tour area following 12 cumulative months TDY during a 24 month period?

Source: Refer to DD Form 1610.

Rule for "Yes" Answers: Submit deletion (Code GO) and AEA Code L.

Required documentation: Copy of TDY orders documenting 12 months of TDY during a 24 month period.

Required statement: Soldier has not completed TDY stabilization. Copy of required documentation is attached.

Approval authority: Field (Cdr, MPD/PSC)

Remarks: None

Stabilization (61 consecutive days OCONUS TDY)

Eligibility rule: Soldiers who have served at least 61 consecutive days OCONUS TDY in a dependent restricted area are ineligible for MPD/PSC until they have served a specific period of stabilization upon their return to home station.

Test question: Are you being involuntarily reassigned overseas following 61 consecutive days TDY in a dependent restricted area (short tour area)?

Source: Refer to DD Form 1610.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Submit deferment (Code CD) if no more than 120 calendar days beyond requirement month are needed to serve period of stabilization.

2. Submit deletion (Code GB) and AEA Code L if more than 120 calendar days beyond requirement month are needed.

Required documentation: Copy of TDY orders documenting OCONUS TDY.

Required statement: Soldier has not completed TDY stabilization. Copy of required documentation is attached.

Approval authority: Deferment—Field (Cdr, MPD/PSC); Deletion—HQDA.

Remarks: Soldier will be stabilized for the periods shown below following return from OCONUS TDY:

61–120 days OCONUS TDY: 4 months stabilization.

121–150 days OCONUS TDY: 5 months stabilization.

151 or more days OCONUS TDY: 6 months stabilization.

Earlier movement request

Eligibility rule: Soldiers who wish to report in early at their gaining command may be granted an early arrival.

Test question: Do you desire to report in early to the gaining overseas command?

Source: Refer to soldier's request for early arrival.

Rule for "Yes" Answers: (Select the *most* appropriate rule):

1. Submit deferment (Code HE) if soldier desires to arrive up to 60 days early in gaining long tour area.

Table 2-1
Reassignment eligibility rules—Special management command review—Continued

2. Submit deferment (Code CT) if soldier desires to arrive up to 60 days early in gaining short tour area.

Required documentation: Statement from soldier that fully justifies the need to arrive early in the gaining command.

Required statement: Soldier has received assignment instructions to (Country) with a scheduled arrival month of (Month). Soldier desires earlier movement. Request new arrival month of (Month). Copy of required documentation is attached.

Approval authority: Deferment (Code HE)—Field (Cdr, MPD/PSC); Deferment (Code CT)—HQDA.

Remarks: Deferment (Code CT): Early arrival requests must be forwarded to HQDA not later than 90 calendar days prior to the requested arrival month in the gaining command.

Homebase assignment program

Eligibility rule: Soldiers who want to participate in the Homebase Assignment Program, upon official notification of their homebase assignment, must agree in writing they serve in a dependent restricted area.

Test question: If you have received assignment instructions to a dependent restricted area (short tour area), do you want to participate in the Homebase Assignment Program?

Source: Signed statement from soldier (as outlined below).

Rule for "Yes" Answers:

1. Counsel soldier on requirement for family members to remain at current location in order to qualify for Homebase Assignment Program.

2. Have soldier sign a statement that he/she—

(a) Understands the intent of the Homebase Assignment Program.

(b) Acknowledges that he/she is expected not to use entitlement to ship household goods (except soldiers without dependents) or dislocation allowance.

Required documentation: Signed statement from soldier (as outlined above).

Required statement: Soldier understands that intent of the Homebase Assignment Program and acknowledges that he/she is expected not to use entitlement to ship household goods or dislocation allowance.

Approval authority:

Field (Cdr, MPD/PSC) if soldier agrees in writing to leave family members at current location.

HQDA (TAPC—appropriate career branch) if soldier refuses to agree in writing to leave family members at current location.

HQDA (TAPC—appropriate career branch) if soldier (SFC or MSG/1SG) would be returning to current location for a third or subsequent tour in succession.

Remarks:

MPD/PSC will identify those soldiers who refuse to agree in writing to leave their family members at current location while they serve in a dependent restricted area. PERSCOM (TAPC—appropriate career branch) will determine on a case-by-case basis if the assignment orders of those soldiers will be changed from homebase to an advanced assignment.

MPD/PSC will screen records of all SSGs and MSGs to determine those soldiers who would be returning for a third subsequent tour in succession. HQDA (TAPC—appropriate career branch) will determine on a case-by-case basis if the assignment orders of the SFC or MSG/1SG will be changed from homebase to an advanced assignment.

The Homebase Assignment program does not apply to soldiers in grades PV1 through SPC/CPL, MSG/1SG (P) and SGM.

Advance Assignment Program

Eligibility rule: Soldiers who want to participate in the Advance Assignment Program upon official notification of their advance assignment, must agree in writing to leave their family members at current location (or move their family members to the locale of their advance assignment) while they serve in a dependent restricted area.

Test question: If you have received assignment instructions to a dependent restricted area (short tour area), do you want to participate in the Advance Assignment Program?

Source: Signed statement from soldier (as outlined below).

Rule for "Yes" Answers:

1. Counsel soldier on requirement for family members to remain at current location (or move to the locale of the soldier's advance assignment) in order to qualify for Advance Assignment Program.

Table 2-1
Reassignment eligibility rules—Special management command review—Continued

2. Have soldier sign a statement that he/she—
 - (a) Understands the intent of the Advance Assignment Program.
 - (b) Acknowledges that he/she is expected not to use entitlement for dependent travel; shipment of household goods; and dependent dislocation allowance except to the locale of the soldier's advance assignment.

Required documentation: Signed statement from soldier (as outlined below).

Required statement: Soldier understands the intent of the Advance Assignment and acknowledges that he/she is expected not to use entitlement for dependent travel; shipment of household goods; nontemporary storage of household goods; and dependent dislocation allowance except to the locale of the soldier's advance assignment).

Approval authority:

1. Field (Cdr, MPD/PSC) if soldier agrees in writing to leave family members at current location (or move to the locale of the soldier's advance assignment).

2. HQDA (TAPC—appropriate career branch) if soldier refuses to agree in writing to leave family members at current location (or move to the locale of the soldier's advance assignment).

Remarks:

1. MPD/PSC will identify those soldiers who refuse to agree in writing to leave their family members at current location (or move to the locale of the soldier's advance assignment) while they serve in a dependent restricted area. HQDA (TAPC—appropriate career branch), Alexandria, VA 22331 will determine on a case-by-case basis if the assignment orders of those soldiers will be changed.

2. The Advance Assignment Program does not apply to soldiers in grades PV1 through SPC/CPL or MSG/1SG and SGM.

Conscientious objector

Eligibility rule: Soldiers who are applying for conscientious objector (CO) status require special handling.

Test question: Have you applied for conscientious objector status?

Source: Refer to soldier's application.

Rule for "Yes" Answers:

1. Take action to expedite decision.
2. Submit deferment (Code CP) if no more than 120 calendar days beyond requirement month are needed to process application.
3. Submit deletion (Code JA) and AEA Code B if soldier is recommended for discharge or reclassification.

Required documentation: Copies of documents to support approval of application for conscientious objector status.

Required statement: Soldier claims conscientious objection. Copy of required documentation is attached.

Approval authority: HQDA

Remarks: None

Sole surviving son/daughter

Eligibility rule: A sole surviving son/daughter will not be assigned to an area which would normally involve actual combat with hostile forces.

Test question: Are you a sole surviving son or daughter?

Source: Refer to DA Form 2-1 and documents which support soldier's sole surviving son or daughter status.

Rule for "Yes" Answers: Submit deletion (Code JA) unless the soldier or the soldier's parents waive the restriction.

Required documentation: DA Form 2-1 and/or documents which support the soldier has sole surviving son or daughter status.

Required statement: Soldier is a sole surviving son (or daughter). Copy of required documentation is attached.

Approval authority: HQDA

Remarks: None

Other family members in hostile fire area

Eligibility rule: Soldiers, whose immediate family members' service in a hostile fire area resulted in death, disability, missing in action, or prisoner of war status, may request deletion from assignment instructions to that area.

Test question: Are you being reassigned to a hostile fire area and have immediate family members whose service in that area resulted in death, disability, missing in action, or prisoner of war status?

Source: Refer to request from soldier.

Table 2-1
Reassignment eligibility rules—Special management command review—Continued

Rule for "Yes" Answers: Submit deletion (Code JA) if soldier makes written request for deletion from assignment.

Required documentation: Document showing that soldier has immediate family members whose service in that hostile fire area resulted in one of the following: (1) Death from injuries or disease; (2) 100% physical or mental disability and hospitalization; (3) Missing in Action (MIA) or Prisoner of War (POW) status.

Required statement: Soldier has a family member whose service in the hostile fire area resulted in death, disability, missing in action or prisoner of war status. Copy of required documentation is attached.

Approval authority: HQDA

Remarks: Soldiers who meet the criteria outlined above will not be deleted from the assignment instructions unless they submit a written request for deletion.

Former peace corps member

Eligibility rule: Former members (volunteers, volunteer leaders, and staff members) of the Peace Corps will not be reassigned to duties in any intelligence capacity in the oversea country which they served.

Test question: Are you a former Peace Corps member being reassigned to the country in which you served?

Source: Refer to DA Form 2-1.

Rule for "Yes" Answers: Submit deletion (Code JA) if soldier is being assigned for duty in any intelligence capacity.

Required documentation: DA Form 2-1.

Required statement: Soldier is former Peace Corps member who served in (*Oversea area*) with the Peace Corps. Copy of required documentation is attached.

Approval authority: HQDA

Remarks: None

Former POW/hostage

Eligibility rule: Soldiers who are former Prisoners of War (POW) or were held hostage will not be assigned to the country in which they were a prisoner or hostage.

Test question: Are you a former Prisoner of War or hostage being reassigned to the country where you were held captive?

Source: Refer to DA Form 2-1 and statement from unit commander certifying that soldier is a former POW or hostage.

Rule for "Yes" Answers: Submit deletion (Code JA).

Required documentation: DA Form 2-1 and statement from unit commander that soldier is a former POW or hostage.

Required statement: Soldier is a former prisoner or war (or hostage) and is being reassigned to country in which or by which soldier was held. Copy of required documentation is attached.

Approval authority: HQDA

Remarks: None

Wounded in hostile fire area

Eligibility rule: Soldiers who have been hospitalized for at least 30 days outside a hostile fire/imminent danger area due to a wound received in the hostile fire/imminent danger area are ineligible for reassignment to that area during that tour.

Test question: Have you been hospitalized for at least 30 days outside a hostile fire area due to a wound received in that area?

Source: Documents which substantiate condition.

Rule for "Yes" Answers: Submit deletion (Code JA) unless soldier volunteers to return to hostile fire/imminent danger area and is medically qualified.

Required documentation: Documents which substantiate condition.

Required statement: Soldier has been hospitalized for at least 30 days outside a hostile fire/imminent danger area due to a wound received in that area. Copy of required documentation is attached.

Approval authority: HQDA

Remarks: None

Table 2-2
EDAS assignment classification codes

Code description: A AOR to CONUS

Definition: Individual being reassigned to CONUS after completing overseas tour.

Code description: B CONUS to CONUS

Definition: Individual in CONUS being reassigned to CONUS.

Code description: C COMPASSIONATE

Definition: Reassignment under AR 614-200 includes joint domicile assignments.

Code description: D DRAWDOWN to CONUS

Definition: Individual reassigned to CONUS before completing overseas tour.

Code description: E REENLISTMENT

Definition: Individual reassigned under reenlistment options.

Code description: G AOR INTERTHEATER

Definition: Individual involuntarily reassigned to another overseas theater on completion of overseas tour.

Code description: H DRAWDOWN INTER-THEATER

Definition: Individual reassigned to another overseas area before completing overseas tour. Includes reassignments from long-tour area to short-tour area in same theater (for example, Okinawa to Korea).

Code description: I IMMEDIATELY AVAILABLE

Definition: Individuals reassigned under AR 614-200.

Code description: J ASSIGNED TO SCHOOLS

Definition: Individuals assigned (PCS) to schools longer than 20 weeks as students.

Code description: K POR

Definition: Individual in CONUS involuntarily reassigned overseas before termination data of AEA code. Included are those POR assignments where the soldier will not have the minimum required service remaining upon arrival overseas.

Code description: P JOINT DOMICILE

Definition: Individual desiring to establish a joint domicile assignment.

Code description: S SURPLUS

Definition: Individual reassigned under AR 614-200.

Code description: T AIT

Definition: Individual reassigned after completing AIT, regardless of area of assignment.

Code description: V VOLUNTEER

Definition: Individual in CONUS or overseas reassigned overseas because of DA approval of volunteer application.

Table 2-3
EDAS type transaction codes

SIDPERS Assignment Instructions File (SAIF) contains a record for each EDAS assignment instruction (gain or loss) and each open requisition. The SAIF is kept at each installation or division level (excluding United States Army, Europe) and is updated from EDAS data received from PERSCOM, the MPD/PSC, and the unit. The codes and their definitions are listed below.

Code description: Q—Gaining command assignment deletion

Definition: Transaction identifies by social security number (SSN) and EPD control and serial number deletion of a gaining command assignment. The matching assignment on the SAIF and the matching Transfer Data Record (TDR) on the SIDPERS Personnel File (SPF) will be deleted from the file.

Code description: R—Gaining command assignment deferment

Definition: Transaction identifies by SSN and EPD control and serial number deferment of a gaining command assignment. The arrival month of the matching assignment on the SAIF will be changed to reflect the new arrival month. The report date on the matching TDR on the SPF will be changed to reflect the new reporting date.

Table 2-3
EDAS type transaction codes—Continued

Code description: S—Gaining command assignment instructions

Definition: Transaction is an original notification of a gaining command assignment. If the unit processing code (UPC) of the assignment matches the SIDPERS Organization Master File (SOMF), and the SSN of the assignment does not match an active SPF permanent party record, the assignment is posted to the SAIF.

Code description: T—Confirmation of gaining command assignment instruction

Definition: Transaction is a confirmation of a gaining command assignment instruction received via telephone, message, letter, and so forth. If the UPC of the assignment matches the SOMF and the SSN of the assignment does not match an active SPF permanent party record, the assignment is posted to the SAIF.

Code description: U—Gaining assignment special instructions

Definition: Transaction contains instructions that apply to the gaining command assignment (T/T "S" or "T") that carries the same EPD control and serial number. Special instructions are not posted to the SAIF.

Code description: V—Losing command assignment deletion (Approved/Disapproved)

Definition: Transaction identifies by SSN and EPD control and serial number a PERSCOM approval or disapproval of a losing command assignment deletion request. A PERSCOM approval will delete the matching SAIF assignment record. A PERSCOM disapproval will remove the deletion request from the matching SAIF assignment record.

Code description: W—Losing command assignment deferment (Approved/Disapproved)

Definition: Transaction identifies by SSN and EPD control and serial number a PERSCOM approval or disapproval of a losing command assignment deferment request. A PERSCOM approval will remove deferment data and change the arrival month of the matching SAIF assignment record to show the new arrival month. A PERSCOM disapproval will remove deferment data from the matching SAIF assignment record.

Code description: X—Losing command assignment instructions

Definition: Transaction is an original notification of a losing command assignment. If the SSN of the assignment matches an active SPF record, it is posted to the SAIF and processed. If the assignment SSN matches an inactive SPF record (Record Status Code "X"), a "Z" processing note will appear on the AAC-TO1 report and an "LAR" card will be generated. Also, assignments that match an inactive SPF record appear on the AAC-TO2 report with the error mnemonic "CSPF" displayed.

Code description: Y—Confirmation of losing command assignment instruction (received by telephone, message, letter, etc.)

Definition: Transaction is a confirmation of a losing command assignment instruction received by telephone, message, letter, and so forth. If the SSN of the assignment matches an active SPF record, it is posted to the SAIF and processed. If the assignment SSN matches an inactive SPF record (Record Status Code "X"), a "Z" processing note will appear on the AAC-TO1 report and a "LAR" card will be generated. Also, assignments that match an inactive SPF record appear on the AAC-TO2 report with the error mnemonic "CSPF" displayed.

Code description: Z—Losing command assignment special instructions

Definition: The special instructions record contains instructions that apply to the losing command assignment (T/T "X" or "Y"). It carries the same EPD control and serial number. Special instructions are not posted to the SAIF.

Table 2-5
Instructions for the using Special Assignment Screening Table

Step 1: Select Assignment (Option) below that corresponds to soldier's new assignment.

Step 2: Compare assignment criteria for that Assignment (Option) with soldier's qualifications.

Assignment Options

1. Joint HQ, US Military Missions, MAAG, JUSMAG and similar activities.
 2. Office of the Secretary of Defense and Office of the Joint Chiefs of Staff.
 3. US Central Command.
 4. US Special Operations Command.
 5. Defense Communications Agency.
 6. Defense Intelligence Agency.
 7. US Army Element, Defense Nuclear Agency.
 8. HQDA, PERSCOM, and HQ TRADOC.
 9. US Military Academy, US Army Command and General Staff College, and US Army War College.
 10. US Disciplinary Barracks.
 11. First Battalion (Reinf), 3d Infantry (The Old Guard), Fort Myer, VA.
 12. US Military District of Washington (MDW), Military Police Company, Fort Myer, VA.
 13. US Army Berlin and Berlin Brigade.
 14. US Army Intelligence and Security Command.
 15. Office of the Assistant Chief of Staff for Intelligence and Field Activities.
 16. US Army Correctional Activity.
 17. US Army Courier Service.
 18. US Army Service Center for the Armed Forces and HQ MDW.
 19. US Army Element, Armed Forces Police, Detachment Washington, DC.
 20. US Army Criminal Investigation Command.
 21. Defense Logistics Agency.
 22. Defense Investigative Service.
 23. US Army Information System Command.
-

Required Qualifications	Assignment Options																						
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
GRADE																							
E-6 or above (Instr/advisor)	X																						X
E-4 or above (admin/others)	X																						X
EDUCATION LEVEL																							
HS Grad or GED (Civilian)	X	X	X	X	X	X	X		X			X		X	X		X	X	X	X			X
NCOES Grade (Military)									X														
MENTAL																							
GT Score 80 or above													X										
GT Score 100 or above	X																						X
MEDICAL AND PHYSICAL																							
Meet standards in AR 40-501	X																						X
Meet height/weight standards	X																						X
1 in "U", "L", "S" (PULHES)																	X						
1 in "S" PULHES		X				X	X	X			X	X	X	X			X						
"B" Profile		X	X	X				X		X	X		X				X	X	X				
5'8" to 6'4" (height)												X											
5'10" to 6'4" (height)											X												
No glasses											X												
SECURITY																							
Eligible for Secret Clearance	X																						X
Eligible for TS Clearance			X	X			X			X			X	X		X							
SERVICE																							
12 months remaining							X				X		X						X	X			
16 months remaining		X	X	X	X	X			X	X	X				X		X	X					
complete prescribed tour	X																						X

Table 2-5. Special Assignment Screening Table

Required Qualifications	Assignment Options																						
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
CITIZENSHIP																							
US Citizen (soldier)	X	X	X	X	X	X	X	X			X		X	X	X		X	X			X		X
US Citizen (spouse)		X	X	X		X				X			X	X		X							
US Citizen (immediate family)		X	X	X		X				X			X	X									
No kin with foreign connections		X	X	X	X	X	X	X					X	X	X		X						
CONVICTIONS																							
No Article 15 (last 3 years)	X		X	X		X				X	X	X	X	X		X					X		X
No Courts Martial (last 3 years)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
No Time Lost (last 3 years)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
No civil convictions	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
MOS																							
Possess MOS 95B													X										
Possess MOS 97B																						X	
Must be MOS qualified	X					X	X	X	X	X	X			X									X
CHARACTER AND EFFICIENCY																							
No questionable habits/traits	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ability to perform as instructor									X														
OTHER																							
Possess military drivers license																			X				
Must be 21 years old (minimum)																		X					
Big city driving experience																		X					

Table 2-5. Special Assignment Screening Table—Continued

Table 2–11
HQDA deletion and deferment response reasons, codes, and required actions

Reason code	Conditions that support this reason
Section I	
Deletions, deferments, changes, and other required actions	
Assignment Instructions were Deleted, Deferred, or Changed	
MA	Requisition was cancelled by the gaining command.
MB	Member signed out of the losing command and is enroute to gaining command. Deletion is approved by HQDA (TAPC–EPO) for compassionate and/or hardship reasons to divert the member to another assignment.
MC	Approved joint domicile.
MD	Member's retirement request was approved as an exception to policy.
ME	Member is being deleted from current assignment so new assignment instructions can be issued to higher priority assignment and/or strength posture management.
MG	Deleted as result of HQDA-directed reclassification.
MH	Approved foreign service tour extension.
MJ	Action necessitated by the management of recruiter assets.
MK	Arrival month adjustment.
ML	Deleted as a result of special CONUS or oversea strength controls directed by Distribution Division, Enlisted Personnel Management Directorate, PERSCOM.
MM	Action directed by Special Actions Branch, Management Support Division, Enlisted Personnel Management Directorate, PERSCOM.
MN	AIT asset deferred by Operations Branch, Management Support Division, Enlisted Personnel Management Directorate, PERSCOM.
MO	AIT asset deleted by Operations Branch, Management Support Division, Enlisted Personnel Management Directorate, PERSCOM.
MP	Reenlistment change of mind.
MQ	RETAIN deletion for purpose of reenlistment.
MR	Member is being deleted and will be applied against new assignment instructions in new grade and/or MOS.
MS	Reenlistment arrival month adjustment.
MT	Member accepted for Special Forces, Ranger, or airborne service. Assignment Instructions will follow.
MX	Deletion by EDAS Operations Branch, Enlisted Personnel Management Directorate, PERSCOM, because member's file was transferred from the active to inactive EMF.
NA	PERSCOM approved member's request for change of HAAP. Assignment instructions are being deleted to place member on new HAAP assignment.
NC	Action necessary to meet drill sergeant requirements.
ND	Assignment instructions member complied with are being deleted to allow member to reenlist via the RETAIN system or volunteer for worldwide service.
NG	Assignment instructions deleted because member's request for (inter) (intra) theater transfer was approved by the career management branch, Enlisted Personnel Management Directorate, PERSCOM.
NK	Deletion based upon inactivation of gaining unit.
NP	Assignment instructions were in error due to Distribution Division, Enlisted Personnel Management Directorate, PERSCOM error.
NQ	Assignment instructions were in error due to career management branch, Enlisted Personnel Management Directorate, PERSCOM error.
NR	Assignment instructions were in error due to MPD or PSC error which is being corrected by the career management branch, Enlisted Personnel Management Directorate, PERSCOM.
NU	Assignment deleted because of EDAS procedural needs.
PA	Assignment instructions were in error due to incorrect data on EMF. Career management branch, Enlisted Personnel Management Directorate, PERSCOM will update EMF or notify the MPD or PSC to submit data change(s).
PB	No longer qualified for the assignment due to academic failure.
PC	No longer qualified for the assignment due to termination of airborne status.
PD	No longer qualified for the assignment due to loss of security clearance/PRP qualification or inability to obtain required security clearance/PRP qualifications.
PE	No longer qualified for the assignment due to failure to meet special assignment criteria.
PF	No longer qualified for the assignment due to medical or physical disqualification, pregnancy, drug or alcohol abuse, overweight, or PT test failure.

Table 2–11
HQDA deletion and deferment response reasons, codes, and required actions—Continued

Reason code	Conditions that support this reason
PG	No longer qualified for the assignment due to MOS Medical Retention Board disqualification.
PH	No longer qualified for the assignment due to termination of NCOLP.
No Action Taken Due to Administrative Error	
1A	Documentation provided in support of the deletion or deferment request was for a member other than the one identified by the request. If a basis exists for a deletion or deferment request for the member identified here, you should resubmit.
1B	Documentation required by reason code selected was not attached. Resubmit with the appropriate documents.
1C	Information to support the deletion or deferment request was incomplete. Resubmit with complete information required.
1F	Soldier has complied with the assignment instructions.
1G	Request was received without recommendation and/or endorsement by intermediate headquarters. If a basis exists for a deletion or deferment request for the soldier identified here, you should take action to resubmit.
1J	No record of receipt of your deletion or deferment request at this headquarters. Tracer action must include all information and documentation provided with the initial request, to include original and subsequent date(s) of submission (if tracer action has been previously submitted).
No Action Taken—Request Should be Submitted Under Correct Provision	
2A	Request for stabilization must be submitted according to table 2–1, Stabilization.
2B	Request based on compassionate reasons for extreme family problems must be submitted according to table 2–1, Extreme Family Problems.
2C	Request based on operational reasons must be submitted according to table 2–1, Other Disqualifying Actions.
No Action Taken Due to Missing Documents/Information to Support Request	
3G	Returned for copy of DA Form 4991–R.
3H	Returned for statement as to whether or not the soldier will retain his or her MOS until next period of evaluation.
3J	Returned for clarification of request.
3K	Request this headquarters be furnished information concerning member's intent to submit waiver for reenlistment and if member is eligible for waiver.
Error Condition must be Resolved	
4D	This headquarters attempted to implement a decision on deletion or deferment request submitted by your installation on the member identified. Research by this headquarters reveals member's assignment instructions have "aged out" of the Assignment History File. Further action on the EPMD Control and Line Number is not necessary; the member may be moved by PERSCOM against another EPMD Control and Line Number. You should take action to revoke the member's orders and cancel the requisition submitted for a replacement.
Section II	
Disapproval Codes and Reasons	
Disapproved on Basis of Established Policies	
5A	Records indicate member reenlisted for the assignment you have attempted to delete. If the member has signed a waiver of reenlistment option, he or she should be deleted through the reenlistment hotline channels.
5B	Information provided indicates member is not eligible for a deferment based on the pregnancy of soldier or soldier's legal wife. Member will comply with assignment instructions with no change in arrival month.
5D	Bar to reenlistment is not a disqualifying factor for overseas assignment provided the member is otherwise qualified and will have sufficient service remaining to complete the prescribed tour upon arrival in the overseas area.
5E	Member volunteered for the assignment and should take action under AR 601–280, chapter 3, to acquire sufficient service to comply with assignment instructions. If member refuses or is unable to take action to acquire the required service, the entire case should be resubmitted to this headquarters for deletion only if the member is unable to complete the prescribed tour upon arrival in the overseas area.
5F	Member reported as surplus by your installation. Request for deletion or deferment is disapproved.
5I	Documentation submitted does not indicate your command has taken action in accordance with AR 600–60, paragraph 2–6. DA policy is that soldiers will be deleted from their assignment instructions unless the MMRB recommends probationary status, reclassification, or referral to the Army's Physical Disability System. You must review AR 600–60 and reinitiate your request only if the requirements of paragraph 2–6 have been met.
5N	The member failed to apply for retirement within 30 calendar days of notification of selection for overseas service. The member is therefore neither eligible for deletion nor eligible to apply for retirement. It is the opinion of this headquarters that the DA Form 2339 is invalid. Unless an exception to policy is granted by HQDA (TAPC–EPO–E), the member remains on assignment instructions. The member will comply with assignment instructions as directed and may apply for retirement as an exception to policy upon arrival in the overseas command.

Table 2–11
HQDA deletion and deferment response reasons, codes, and required actions—Continued

Reason code	Conditions that support this reason
5O	Temporary profile expires prior to member's HQDA-directed arrival month; therefore, member will comply with assignment instructions with no change in arrival month.
5P	The member is not currently eligible to apply for retirement under AR 635–200, paragraph 12–9.
5S	Your deletion or deferment request indicates member has a medical profile which precludes compliance with assignment instructions. Qualifications for the member's profile as reflected in DA Form 3349 are compatible. In view of the fact there are no geographical limitations associated with the member's profile, the deletion or deferment request is disapproved.
5T	According to existing regulations, the member was and remains ineligible to apply for OCS, service school, and so forth, by virtue of being on assignment instructions at the time application was made. Unless a formal exception to policy is granted by the HQDA office controlling the selection process for which the member is applying, this headquarters must deny your request for deletion or deferment on the basis of existing policies. If, however, an exception to policy was approved, a copy of the document granting the exception will be accepted as justification to reconsider your request.
5U	A review of your request for deletion did not substantiate your assertion that the soldier has insufficient service remaining to complete the prescribed tour.
5V	A review of your request and information available through the EDAS system indicates the member received adequate notification of pending assignment.
6A	Request did not substantiate sufficient justification to grant an exception to policy. Additionally, the information available to this headquarters indicates member is fully qualified for the assignment.
6B	Requirement of the gaining command has priority.
6C	Information and/or documentation provided failed to substantiate a basis for favorable consideration.
6D	Request for stabilization was processed after member received assignment instructions in contradiction to AR 614–30. Request for deletion or deferment disapproved. Member will comply with assignment instructions with no change in arrival month.
6F	It is the opinion of the consultant staff of the Office of the Surgeon General the member is fit for the proposed assignment within the limitations of the profile. Member will comply with assignment instructions with no change in arrival month.
6G	This headquarters can appreciate your situation as communicated in your request; however, DAMPL priorities and our evaluation of the situation (as communicated by your request) and the gaining command indicate insufficient grounds for operational deletion or deferment.
6H	Your request was fully coordinated within PERSCOM with the offices that have functional interest in the outcome of your request. It is the opinion of this headquarters (TAPC–EPO–E) based on independent recommendations provided, that favorable consideration cannot be granted.
6I	Joint domicile cannot be established by PERSCOM. This headquarters regrets the separation of the family unit which will have to occur; however, the manpower requirements of the Army and equitable treatment of all members preclude removal from assignment instructions.
6J	Request for deletion or deferment is not favorably considered. Records available at this headquarters and information provided with your request reveal the member's arrival month will occur after end of stabilization period. Also, member has been granted sufficient time to take authorized leave and travel.
6K	Your request indicated basis for deletion or deferment was to allow the soldier to pursue a private court action. It is the policy of this headquarters that soldiers seeking private action in courts will not be deleted or deferred. The soldier should be advised to make use of other legal means, such as power of attorney, to successfully pursue the case and to take ordinary leave to appear in court when required.
6L	Deletion and/or deferment for purpose of allowing members to participate in unit training, exercises, or tests is considered insufficient justification to override the gaining command's priority. The member is directed to comply with assignment instructions.
6M	The member was selected for the TDY requirement after being placed on assignment instructions by PERSCOM. The member is directed to comply with assignment instructions.
6N	In view of the fact PERSCOM clearance was not requested, there has been no guarantee of stabilization and/or preclusion from consideration for assignment instructions with member's contemporaries. Your deletion or deferment request is therefore disapproved. (Your command should consider retainability of members being selected for special training or key position during the selection process, and/or obtain PERSCOM clearance according to AR 614–30.)
6P	Research within this headquarters reveals member was issued assignment instructions prior to approval of stabilization by your headquarters in contradiction to AR 614–30. Therefore, request for deletion or deferment is disapproved and member will comply with assignment instructions in arrival month specified.
6Q	Deletion or deferment requests must be based upon violations of assignment policies which prescribe a member's eligibility, availability, and qualification for an assignment, or on a unit's operational requirements; or situations which constitute grounds of extreme family hardship and compassionate deletion or deferment consideration. Assignment instructions which are issued by PERSCOM reflect Army requirements (such as priority for maintenance of readiness as defined by the DAMPL) and must be accepted as imperative in nature. The deletion or deferment request on the member identified is not based on any of the recognized deletion or deferment grounds. This headquarters has no alternative but to disapprove such a request.
6R	Your deletion or deferment request indicated member has an action pending of a nature that could have direct bearing on the final decision to your request. In view of this fact, the situation must be resolved before this headquarters can make a decision. The following alternatives are specified for you:

Table 2–11
HQDA deletion and deferment response reasons, codes, and required actions—Continued

Reason code	Conditions that support this reason
	<p>a. If the pending action is not completed 60 calendar days prior to the first day of the specified arrival month, you should initiate a deferment request (providing this headquarters (TAPC–EPO–E) with an update of the pending action).</p> <p>b. If the pending action is resolved in a manner that necessitates deletion or deferment, you should reinitiate a deletion or deferment.</p> <p>c. If the pending action is resolved in a manner that does not necessitate either deletion or deferment, member will comply with assignment instructions with no change to arrival month.</p>
6S	Information available within the headquarters indicates a replacement has been placed on assignment instructions. While there may or may not be any overlap, the priority of the gaining command dictated your request be disapproved.
6T	Information available within this headquarters indicates member was placed on assignment instructions prior to approval of FST extension contrary to AR 614–30. Therefore, request could not be approved and member will comply with assignment instructions in the specified arrival month.
6U	FST extension not submitted according to AR 614–30. Therefore, request could not be approved and member will comply with assignment instructions with no change in arrival month.
Disapproved by the Enlisted Personnel Management Directorate, PERSCOM	
7A	The member's case was not favorably considered by the Enlisted Assistance Branch, Management Support Division. A message has been provided on the case.
7B	The member's case was not favorably considered by the Special Actions Branch, Management Support Division. A message or letter has been provided on the case.
7C	The member's case was not favorably considered by CSM/SGM Office. A message or letter has been provided on the case.

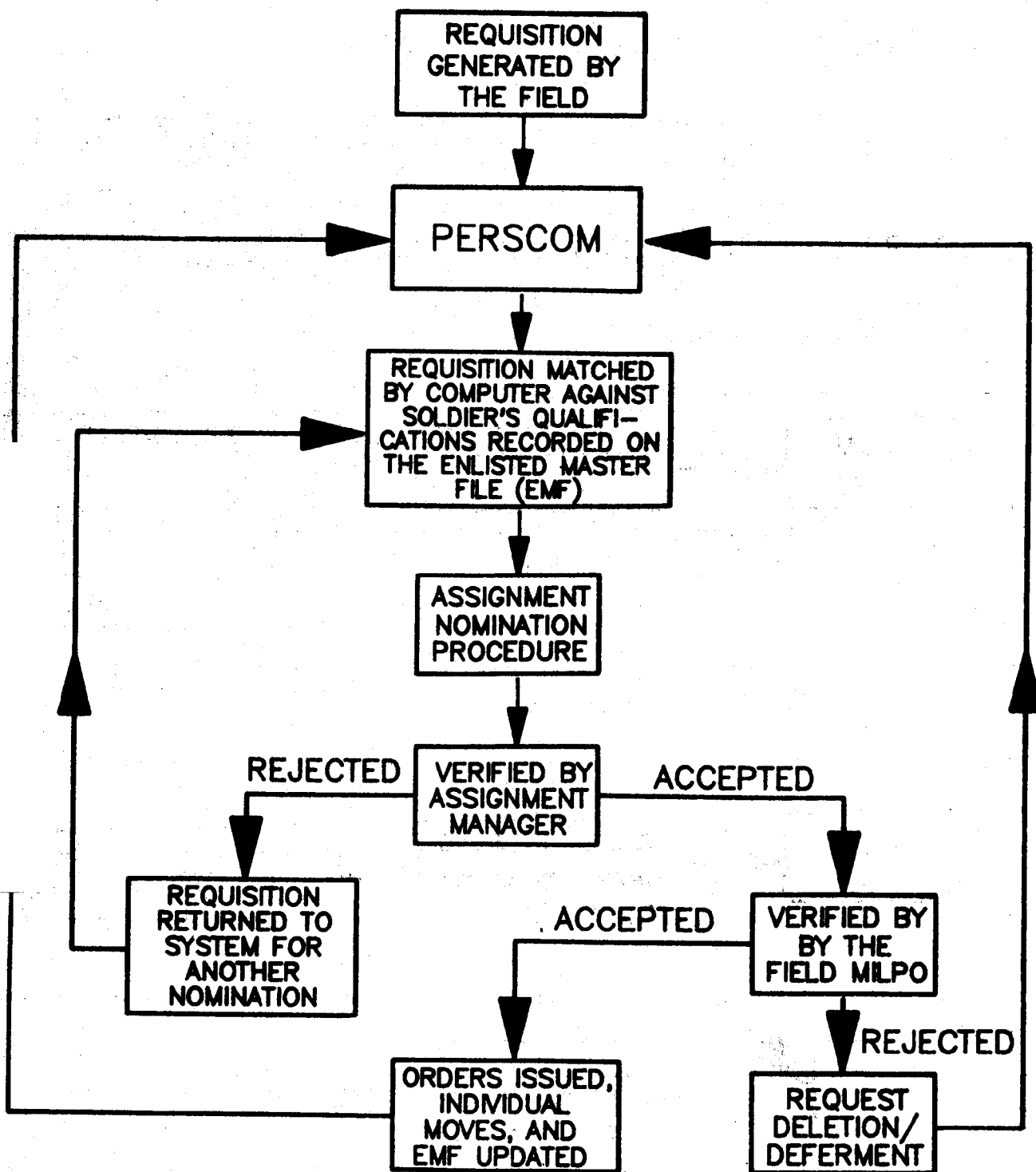


Figure 2-1. Flow diagram of the enlisted personnel assignment

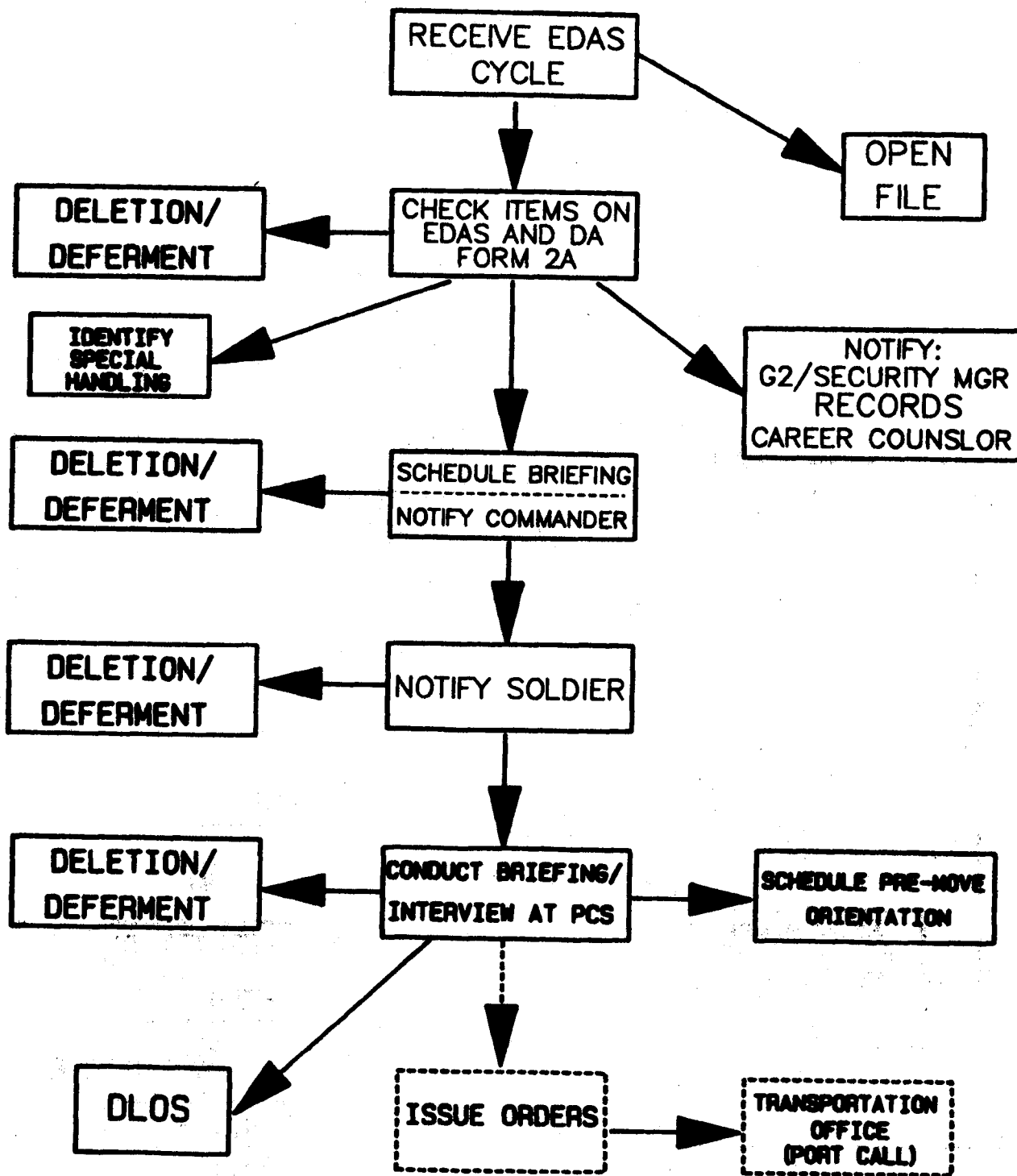


Figure 2-2. Flow diagram of reassignment verification (enlisted)

UNCLASSIFIED

01 01 281334Z JUL 89 RR RR UUUU

CDR PERSCOM ALEX VA//CAREER BRANCH//

(ADDRESSEE)

INFO (AS NECESSARY)

UNCLAS

SUBJ: IA ENL ASG INSTR (MA)

(A) (B) (C) (D)(E) (F) (G)

1. INO: /C0 C/68 SIG BN/01-09035/NY/E1/BRJC0/

(H) (I) (J) (K) (L) (M) (N) (O)(P)(Q)(R) (S)

/WINTER SAL/002364199/5/45M20/1MVAA/FC/SJNV001/03/89/I/M/ZJN0121/

2. SMO SM'S ASG TO HQ MDW FORT MYER VA IS REVOKED.

3. NA.

4. KI(E): F4 (BI).

5. REF FONECON SSG BENNETT UR HQ AND MRS. LOUIS THIS HQ 28 JUL 88
AND UR MSG 261734Z JUL 88. EDAS CYCLE WILL CONFIRM THIS ASG.
LOSING/GAINING CDR WILL NOTIFY PERSCOM IF EDAS AI NOT RECEIVED. SM
WILL NOT BE HELD PENDING RECEIPT OF EDAS AI. THIS MSG CNTN ONE NAME.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX

UNCLASSIFIED

281334Z JUL 89

Figure 2-3. Sample completed DD Form 173

PCS

THIS INDIVIDUAL HAS RECEIVED REASSIGNMENT INSTRUCTIONS FROM HQDA

NOTES:

1. This cover sheet is only a suggested format. PSC are encouraged to devise a cover sheet that satisfies local needs or requirements, such as inclusion of statements to identify members requiring PRP/CPRP certification, members being assigned to Special Management Commands, members pending members pending classification or reclassification action under AR 600-200, and members being assigned in force modernization MOS and ASI positions.
2. This cover sheet will be produced on brightly colored card stock paper for easier identification.

Figure 2-4. Distinctive label for MPRJ

(Letterhead)

(Office Symbol) (MARKS)

(Date)

MEMORANDUM FOR Battalion S1

SUBJECT: Reassignment Notification

1. The Reassignment work center has received Assignment Instructions for the soldier listed below. Advise the soldier and (his)/(her) unit commander of this assignment, by providing them with a copy of this notification and enclosures.

NAME: Doe, John	SSN: 123456789	GRADE: SSG	PMOS: 44E30	ASI: NA	LNG: NA
UNIT: A Co, 1-99 Inf					UPC1:
REASSIGNED TO: 21st Replacement Br					
AI ARRIVAL DATE: 8911	AI MOS: 44E30	AI ASI: NA		AI LNG: NA	

TDY ENROUTE TO: NA

ATTEND COURSE: NA

PERIOD: NA

WEEKS: NA

REPORT DATE: NA

The soldier must meet the height/weight standards of AR 600-9. Provide the soldier with a copy of the attached "Handout for Personnel Assigned TDY Schooling in conjunction with PCS." Advise the soldier that he/she will be required to select one of these options during the PSC interview.

The assignment includes the following special instructions:

Soldier must possess a valid driver's license.

2. If the soldier is no longer a member of your organization, complete paragraph 1 of the preprinted 1st Endorsement and return this notification immediately to the Personnel Reassignment work center.

3. Advise the soldier that any items listed below with a "X" require additional action.

- (X) a. The soldier must meet the qualification requirements listed in AR 600-8-11, table 2-5.
- (X) b. The soldier has "INSUFFICIENT SERVICE REMAINING" for this assignment. Advise the soldier of the requirement to (extend) (reenlist) and that a copy of this MEMO has been provided to the Total Army Career Counselor's office (TACC).
- (X) c. The soldier is eligible for Voluntary Retirement in Lieu of PCS. Advise the soldier that (his)/(her) retirement application (DA Form 2339) must be submitted and approved within 30 days of receipt of this notification.
- (X) d. The soldier must have the following security/access clearance. The G2/Security Manager has been notified.
 - (1) The assignment security clearance required is SECRET.
 - (2) The soldier has a SECRET security clearance with a completed date of 8811.
 - (3) The PRP assignment status required is NA.
 - (4) The soldier has a NA PRP certification with a completed date of NA.
- (X) e. The soldier's PULHES contains a ("3") or ("4"). Advise the soldier that (he)/(she) must satisfy the requirements of AR 600-8-11 prior to departure for this assignment.
- (X) f. A current (not older than 6 months) HIV screening is required. The soldier's last HIV screening date was 8910. The soldier must have the enclosed DA Form 4036-R completed and signed by (his)/(her) Medical Treatment Facility and returned to the Personnel Reassignment work center.
- (X) g. Advise the soldier that (he)/(she) may apply for movement of dependents to the gaining overseas command by completing the enclosed DA Form 4787-R with the 1st Endorsement.

Figure 2-5. Sample Format of Reassignment Notification Memorandum from Chief, Reassignment to Battalion S1

4. Advise the soldier of the procedures for requesting a deletion or deferment from this assignment. If a request is submitted, it must reach the Personnel Reassignment work center NLT 891215.

5. Advise the soldier that if (he)/(she) desires 45 or more days leave, a copy of an approved DA Form 4187-R must be enclosed with the 1st Endorsement.

6. Instruct the soldier to report to Bldg 49 at 0900 hours on 891115 for a reassignment interview and further processing. The soldier is encouraged to bring (his)/(her) spouse to this interview. If the soldier is unable to make this appointment, call 777-7777 to reschedule. Advise the soldier that "FAILURE TO SHOW" for a scheduled appointment may result in publication of PCS orders without (his)/(her) input. Soldiers arriving without an appointment will be returned to their unit.

7. The Battalions S1 must complete Section II (BATTALION) and the preprinted 1st Endorsement the soldier, if necessary, in completing Section III (SOLDIER STATUS). Return the completed and BATTALION sections along with the preprinted 1st Endorsement (and enclosures) to the Perso assignment work center no later than the above suspense date.

FOR THE COMMANDER:

Encls

*(Signature of Chief,
Personnel Reassignment)*

1. Battalion
2. Soldier's Status
3. Handout for TDY Options
4. DA Form 4787-R
5. DA Form 4036-R

CF:
TACC

Figure 2-5. Sample Format of Reassignment Notification Memorandum from Chief, Reassignment to Battalion S1

Handout for Personnel
Assigned DA Directed Schooling in Conjunction with PCS

1. Soldiers who are authorized movement of dependents/family members at Government expense and are directed to TDY schooling in conjunction with a PCS assignment will have the following options for locating their dependents/family members while they perform their TDY:

a. OPTION 1: I elect that my dependent(s) currently residing in Government quarters be permitted to remain in these Government quarters until completion of my TDY period. I understand that under this option I am authorized Government travel to and from my TDY station and that my present commander may authorize up to 10 duty days to prepare to move my dependent(s) upon return from TDY prior to signing out of the present CONUS station. (NOTE: Option 1 applies to CONUS to CONUS, and CONUS to overseas PCS movements).

b. OPTION 2: I elect to move my dependent(s) from my present CONUS (and) (or) overseas station to my new CONUS duty station prior to reporting to the TDY station. I understand that the gaining commander may authorize me up to 10 duty days to settle my family, either in government quarters (if available) or on the local economy. After I sign into the new CONUS duty station, I will then proceed TDY for schooling. I will be authorized government transportation to and from my TDY station. (Note: Option 2 applies to CONUS to CONUS, and overseas to CONUS PCS movements).

c. OPTION 3: I elect to return to my present duty station upon completion of TDY to move my dependent(s), who (is) (are) currently living on the local economy (CONUS), to my new duty station. I understand that under this option I am authorized government travel to and from my TDY station, and that my present commander may authorize up to 10 duty days upon return from TDY to prepare to move my family prior to signing out of the present CONUS station. (Note: Option 3 applies to CONUS to CONUS, and CONUS to overseas PCS movements).

d. OPTION 4: I elect to clear my current permanent station prior to my departure for my TDY station; and have my dependent(s), at personal expense, accompany me to my TDY station or travel to some other location. I understand that I may not be given a certificate of nonavailability of Government quarters at the TDY station if inadequate Government housing is available. Also, I understand that my entitlement for dependent transportation will be based on the most direct routing between my old permanent station and my new permanent station. (Note: Option 4 applies to CONUS to CONUS, CONUS to overseas, and overseas to CONUS PCS movements).

2. Soldiers are required to meet the service-remaining obligations appropriate for the course(s) to which they will attend. If a soldier does not have sufficient remaining service for the assignment, to include remaining service on completion of schooling, steps must be taken to attain the necessary service-remaining time. If the soldier refuses to take action to attain the adequate service-remaining time, deletion action should be initiated.

3. Soldiers with DA-directed schooling at either the new or old permanent station will not elect any of these options, since a soldier cannot be TDY at (his) (her) permanent station. Soldiers attending civilian schooling in a permissive TDY status and soldiers participating in new accession training are authorized to elect only option 4. Soldiers who are preparing to enter a warrant officer basic course or attending Branch Immaterial Officer Candidate Course (BIOCC) will not be considered as attending new accession training. However, if the soldier's PCS is dependent upon successful completion of school (i.e., language training, foreign area specialist, airborne, ranger or special forces training), only option 1 or 3 will be used. Regardless of the situation cited in this paragraph, soldiers without family members/dependents will proceed in a TDY enroute status.

4. Soldiers electing options 1 and 3 will remain assigned to their present unit. Soldiers electing option 2 will sign in at the new unit prior to settling family members/dependents or departing for TDY schooling. The losing commander may authorize soldiers electing options 1 and 3, up to 10 duty days to prepare their family members/dependents for movement. The gaining commander may authorize soldiers electing option 2 up to 10 duty days to settle family members/dependents at the new duty station. Soldiers electing option 4 will be in a transient status while TDY and will not be charged to either gaining or losing unit. In addition, soldiers electing option 4 are not provided any duty time for personal convenience under this policy. The up to 10 duty days period allowed under options 1, 2, and 3 will be in addition to leave and travel time. The funding for DA-directed TDY in conjunction with PCS will be accomplished from DA controlled military personnel Army (MPA) and operation and maintenance Army (OMA) appropriations.

Figure 2-6. Sample format of handout for personnel assignment DA directed schooling in conjunction with PCS

(Office Symbol)	(BNS1/date)	(MARKS)	1st End	Action Officer/typist/AV XXX-XXXX
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SUBJECT: Reassignment Notification

Commander, Battalion S1

FOR Commander, Personnel Service Company

1. The above named soldier (is) (is not) assigned to a unit supported by this headquarters. The soldier was reassigned to (unit and location), on (date) as directed by reassignment (order number, headquarters, date).
2. The soldier and the unit commander have been informed of the scheduled appointment. The soldier (will) (will not) attend. Request the soldier be rescheduled for (date).
3. The soldier (does)/(does not) meet the requirements listed in AR 600-8-11, table 2-5.
4. The soldier has been advised of the 'SERVICE REMAINING' requirements for this assignment. The soldier is scheduled to (extend) (reenlist) on or about (date).
5. The soldier has been advised of the option of Retirement in Lieu of PCS. The soldier (will) (will not) be submitting an application for retirement.
6. The soldier has been advised of (his) (her) TDY options.
7. The soldier (does) (does not) meet the standards required in AR 600-9.
8. The soldier (has) (has not) been referred to the Medical Treatment Facility for the required medical actions.
9. A request for (deletion) (deferment) (is) (is not) being processed.
10. The soldier desires (number) days leave. A copy of the approved DA Form 4187 requested 45 or more days leave (is) (is not) enclosed. The leave address is: (leave address including zip code); telephone (area code and number).
11. The soldier (does) (does not) desire current travel of dependents. The completed DA Form 4787-R (is) (is not) enclosed.
12. The soldier has completed DA Form 5434 (Request for Sponsorship). It was mailed on (date).
13. The soldier (has) (has not) applied for Joint Domicile. The request was submitted on (date).
14. The soldier (has) (has not) completed DA Form 5304-R (Family Care Counseling Checklist) and DA Form 5305-R (Statement of Understanding and Responsibility).
15. The following additional information is furnished:

Encls

(Signature of Battalion S1)

1. Battalion
2. Soldier's Status

Figure 2-7. Sample Format of Reassignment Notification Memorandum 1st End from Battalion S1 to Commander, PSC

(Letterhead)

(Office Symbol) (MARKS)

(Date)

MEMORANDUM FOR G2/Security Manager

SUBJECT: Request for Security Investigation/Clearance/Access and/or PRP/CPRP Certification

1. This office is in receipt of assignment instructions for (name), who is being reassigned to (unit), on (date). The assignment instructions require the following security-related action be accomplished:

(X) a. (Type Clearance) security clearance.

(X) b. Special investigative requirement for one of the following special access programs/sensitive positions:

(X) SCI

(X) Critical Nuclear PRP

(X) SIOP-ESI

(X) Controlled Nuclear PRP

(X) NATO

(X) Chemical PRP

(X) CATO 1 Presidential Support

(X) CATO 2 Presidential Support

() Other: _____

() c. The following documents are available in the soldier's MPRJ:

(X) DA Form 873

(X) DA Form 5247-R

(X) DD Form 398-2

(X) DD Form 1879

(X) Other: _____

(X) DIS Form 1

2. Request you conduct a preliminary check of local records to determine if any information exists which might be a basis for denial or withdrawal of security clearance.

a. If any disqualifying information is noted, request you complete 1st Endorsement and attach a copy of the disqualifying information.

b. If no disqualifying information is noted, request the following action be taken, as appropriate.

(1) If the soldier requires a background or special background investigation, complete and submit the appropriate request form to the Defense Investigative Service (DIS). A copy of the completed request form must be attached as an enclosure to 1st Endorsement when returned to this office.

(2) If the member possesses an up-to-date investigation but requires a certificate of clearance, complete and submit the appropriate request form to the US Army Central Personnel Security Clearance Facility (CCF). A copy of the completed form must be attached as an enclosure to 1st Endorsement when returned to this office.

3. Request required actions be completed, not later than the suspense date above. Respond by 1st Endorsement.

FOR THE COMMANDER:

(Signature of Chief, PSC or
Designated Representative)

Figure 2-8. Sample Format of Request for Security Investigation/Clearance and/or PRP/CPRP Certification Memorandum from Chief, Reassignment to G2/Security Manager

(Office Symbol) (PSC/date) (MARKS) 1st End Action Officer/typist/AV

SUBJECT: Request for Security Investigation/Clearance/Access and/or PRP/CPRP Certification

**Commander, G2/Security Manager
FOR Chief, Personnel Service Company**

1. As requested in basic correspondence, a local records check pertaining to (Grade of Rank, Name, SSN) was conducted.

(X) a. Records reveal this soldier is not qualified for the security clearance required by the assignment instructions. A copy of document(s) verifying the ineligibility for security clearance is provided so that deletion action can be initiated according to AR 600-8-11.

(X) b. Records reveal this soldier is not currently eligible for the PRP/CPRP certification required by the assignment instructions. DA Form 3180-R (Personnel Screening and Evaluation) (set) has been completed and is forwarded for administrative processing and initiation of deletion action according to AR 600-8-11.

(X) c. Records did not reveal an automatic disqualifier for the security clearance required by the assignment instructions. Accordingly, the following has been initiated and submitted to the appropriate agency. (A copy is attached for your records).

(X) DD Form 1879 (Request For Personnel Security Investigation)

(X) DD Form 398-2 (Personnel Security Questionnaire) (National Agency Check)

(X) DA Form 5247-R (Request for Security Determination)

(X) d. The soldier's unit commander has conducted the required screening, medical evaluation, an interview and has administratively certified acceptability of the soldier for PCS travel and training for a PRP/CPRP assignment. DA Form 3180-R (set) has been completed and is forwarded for administrative processing.

2. (If applicable) On receipt of final certification or denial of the requested security clearance, copy will be forwarded to your office for your records.

. . . Encl

*(Signature of G2/Security
Manager or Designated
Representative)*

Figure 2-9. Sample Format of Request for Security Investigation/Clearance/Access and/or PRP/CPRP Certification Memorandum 1st End
from G2/Security Manager to PSC

(Letterhead)

(Office Symbol)

(MARKS)

(Date)

MEMORANDUM FOR (Commander) (Chief), Personnel Service Company

SUBJECT: Data to Support Deletion or Deferment—Local Approval

1. The following data/documents are forwarded to support the attached deletion or deferment request.
2. IAW AR 600–8–11, this request may be approved locally.
 - a. Name/Rank/SSN: Kelly, James/SGT/444–65–0281.
 - b. BASD/ETS: 790404/910814.
 - c. PMOS/Assignment MOS: 19K20/19K20.
 - d. EPMD Control and Line Number/Arrival Month: 6EK–7211/8911.
 - e. EDAS Cycle/Date Soldier Notified: P4/890621.
 - f. TDY enroute? Yes X No
 - g. (If TDY enroute) Course Number/Location of TDY/Reporting Date_____.
 - h. Deletion or Deferment Reason Code: FD.
 - i. Deletion or Deferment Reason Statement: Soldier has medical limitation. Profile is permanent.
 - j. Requested new arrival month (if applicable): NA.
 - k. Other pertinent information: NA.

. . . Encl

*(Signature of Chief,
Reassignment)*

Notes:

1. This MEMO can be modified locally only to add items.
2. Use the Reason Codes and Reason Statements in Table 2–1 and provide documentation as required to substantiate all requests.

Figure 2-10. Sample Format of Data to Support Deletion or Deferment—Local Approval Memorandum from Chief, Reassignment to Commander/Chief PSC

(Office Symbol)

(Chief, RM/date of memo)

(MARKS)

1st End Action Officer/typist/AV

SUBJECT: Data to Support Deletion or Deferment Request—Local Approval

Commander, Personnel Service Company

FOR Chief, Reassignment

1. The attached request for (deletion) (deferment) is (approved) (disapproved).
2. Reasons for disapproval: Soldier has enough time remaining to meet required time.
3. Remarks: None.

*(Signature of Commander/
Chief, PSC)*

Notes:

1. Commander/Chief, PSC may act only on those requests for which local approval is authorized (AR 600–8–11, table 2–1).
2. Signature authority for all locally approved requests may not be delegated to a level below that of Commander/Chief, PSC.

Figure 2-11. Sample Format of Data to Support Deletion or Deferment—Local Approval Memorandum 1st End from Commander/Chief, PSC to Chief, Reassignment

(Letterhead)

Office Symbol (MARKS)

(Date)

MEMORANDUM FOR Commander, United States Total Army Personnel
Command, ATTN: TAPC-EPO-E, Alexandria, VA
22331-0455

SUBJECT: Notification to HQDA of Locally Approved Deletions/
Deferments

1. The following deletions have been approved by this
headquarters:

(1) (2) (3) (4) (5) (6) (7) (8)
JONES, JERRY E/123-45-6789/PFC/11B1P/5AN 3426/FE/W2/NO

SMITH, MARY F /234-56-7899/SSG/75E30/63V 1234/FI/X3/YES

2. The following deferments have been approved by this
headquarters:

(1) (2) (3) (4) (5) (9) (6) (10) (7) (8)
LEE, JOSEPH A/222-22-2222/SP4/12B10/3AV 4536/8608/CB/8610/A2/NO

JOHNS, KIM B /444-67-8999/SGT/94B2H/6MI 4637/8603/CE/8606/W3/YES

3. Request the EDAS system be updated to reflect these approved
deletion/deferment actions. Further request action be taken to
cancel or reschedule TDY enroute, as appropriate.

4. Point of contact this headquarters is SSG Jones, AUTOVON
123-4567.

FOR THE COMMANDER:

(Signature of Chief,
Reassignment)

Notes.

- Item 1 - Soldier's name.
- Item 2 - Soldier's SSN.
- Item 3 - Soldier's rank.
- Item 4 - Soldier's PMOS.
- Item 5 - EPMD Requisition Control and Line Number.
- Item 6 - Deletion or Deferment Reason Code (AR 600-8-11, tables
2-1 through 2-61).
- Item 7 - EDAS Cycle on which assignment was announced.
- Item 8 - TDY enroute (Yes or No)
- Item 9 - Original arrival month (applies to deferment cases
only).
- Item 10 - Adjusted arrival month (applies to deferment cases
only).

Figure 2-12. Sample Format of Notification to HQDA of Locally Approved Deletions/Deferments Memorandum from Chief, Reassignment
to PERSCOM

(Letterhead)

(Office Symbol)

(MARKS)

(Date)

MEMORANDUM FOR Commander, US Total Army Personnel Command, ATTN: TAPC-EPO-E, Alexandria, VA 22331-0456

SUBJECT: Data to Support Deletion or Deferment Request—HQDA Approval

1. The following data/documents are forwarded to support the attached deletion or deferment request:

- a. Name/Rank/SSN: Brown, Mary/SPC/110-24-3637.
- b. BASD/ETS: 780917/900812.
- c. PMOS/Assignment MOS: 76V10/76V20.
- d. EPMD Control and Line Number/Arrival Month 6KM/9001.
- e. EDAS Cycle/Date Soldier Notified: Q3/890516.
- f. TDY enroute? Yes X No
- (1) Location of TDY: NA.
- (2) Course Number/Reporting Date: NA / .
- g. Deletion/Deferment Reason Code: ET.
- h. Deletion/Deferment Reason Statement: Soldier has approved retirement.
- i. Request New Arrival Month (if applicable):_____.

2. Other pertinent information:_____

FOR THE COMMANDER

. . Encl

*(Signature of Chief,
Reassignment)*

Notes:

- 1. This memorandum can be modified locally to add items.
- 2. Use the Reason Codes and Reason Statements in AR 600-8-11, table 2-1 and provide documentation as required to substantiate all requests.

**Figure 2-13. Sample Format of Data to Support Deletion or Deferment Request—
HQDA Approval Memorandum from Chief, Reassignment to PERSCOM**

Chapter 3 Reassignment Verification (Officer)

Section I Overview

3-1. Goal

The goal of the Officer Personnel Assignment System is to place the right officer in the right job at the right time.

3-2. Overview of the Officer Personnel Assignment System

The flow diagram of the Officer Personnel Assignment System (fig 3-1) is a overview of how the Officer Personnel Assignment System works.

a. The primary factors influencing an officer's assignment are Army requirements and the Officer Distribution Plan (ODP) for officers managed by the Officer Personnel Management Directorate (OPMD), PERSCOM. Development of the ODP is based on numerous factors including documented and resourced authorizations, DA priorities, and the availability of officer assets. The ODP then becomes the officer distribution planning document to assign OPMD-managed officers to MACOM throughout the Army.

b. Other assignment considerations include the following:

- (1) The officer's grade, career field, education, and experience.
- (2) The professional development needs of the officer.
- (3) Availability.
- (4) Policy considerations, such as PCS costs, stabilization, and tour equity.
- (5) The officer's potential for advancement.
- (6) Personal preferences of the officer or family considerations, for example, an exceptional family member.
- (7) Regimental affiliation.

c. Female officers will be assigned to positions that are coded P2 through P7 (interchangeable) under direct combat probability coding (DCPC) or to positions designated female only.

d. An officer's assignment to, or position within, a command will not be limited because a member of his or her family is employed.

e. The marital status of a command designated officer will not be a basis for acceptance or rejection of that officer by the MACOM or by subordinate commands. A married command-selected officer is not required to be accompanied by his or her family as a condition of acceptance as a designated commander. Should a MACOM believe a particular command position requires as exception, justification must be sent to the Commander, PERSCOM, for a decision.

f. DA Form 483 (Officer Assignment Preference Statement) allows officers to express their assignment and duty preferences. Individual preferences are considered by assignment managers each time an officer is reassigned by PERSCOM. Every effort is made to comply with the officer's preferences consistent with the needs of the Army.

g. The mark sense data on the first page of DA Form 483 is stored on the automated officer master file (OMF) maintained at PERSCOM. The data is used to determine the best match of officer skills and desires when considering officer assignments.

h. The preference data is used in an automated system during peacetime to develop a list of qualified officers who have expressed a preference for a particular type duty or location. A stated preference for a location or type of duty will weigh the nomination toward the officer who possesses the required qualifications and has submitted a preference for that location or duty.

i. All AI issued by PERSCOM for officer personnel will be transmitted by AUTODIN or mailed to the losing PERSINS (Personnel Information Systems) processing activity (PPA) or appropriate losing activity. Upon alert of receipt of AI (request for orders (RFO)), the servicing MPD or PSC will take the following actions within 15 calendar days:

- (1) Notify officer of assignment.
- (2) Conduct reassignment briefing.
- (3) Conduct individual interview.

j. If the officer is qualified for the assignment, the process is finished when the necessary orders for travel are issued. If the officer does not qualify or cannot qualify in time to meet the requirement, a deletion or deferment request must be submitted.

k. The flow diagram at figure 3-2 shows the reassignment verification process for officers.

3-3. Assignment alert notice

Assignment alert is the official notification to an officer of an impending assignment. An assignment is considered "firm" when an officer has been selected for fill of a command's requisition (that is, when and where). Any one of the following notification actions sufficiently constitutes an assignment alert:

a. A firm "where or when" assignment notification to an officer from a PERSCOM or HQDA career manager, an installation point of contact, or the officer's commander or supervisor during an interview.

b. A telephone call with a firm "where or when" assignment notification to an officer, from a PERSCOM or HQDA career manager, an installation point of contact, or the officer's commander or supervisor.

c. Written correspondence to include Officer Distribution and Assignment System (ODAS) electronic mail stating a firm "where or when" assignment to an officer, from a PERSCOM or HQDA career manager, installation point of contact, or the officers commander or supervisor.

d. Receipt of a copy of the Officer Assignment Alert Notification (RFO) generated by the career manager and verified by the installation point of contact when the installation point of contact is part of the assignment process.

Section II Task: Notify Officer

3-4. Rules for notifying officer of assignment

a. The PAS will deliver RFO to the appropriate Personnel Reassignments Work Center within 3 calendar days of date on RFO.

b. The Personnel Reassignments Work Center must notify officer of assignment, conduct reassignment briefing, and interview officer within 15 calendar days of RFO. To facilitate the intent of paragraph 3-4 of this regulation, the Personnel Reassignments Work Center must notify the officer or his immediate commander within 3 calendar days of the receipt of the RFO from the PAS.

c. The Reassignment file will consist of the following documents:

- (1) Officer record brief (ORB).
- (2) Copies of all reassignment management forms.
- (3) DA Form 4036-R (if officer is being assigned to oversea area).
- (4) DA Form 4787-R (if officer is being assigned to oversea area).
- (5) DA Form 5117-R.
- (6) Copies of any correspondence that supports an officer's request for deletion or deferment.

d. Reassignment file will be transferred to inactive file status when officer departs on PCS or AI are rescinded or revoked.

e. A distinctive label must be affixed to the MPRJ of each officer in receipt of AI (modify fig 2-4 as appropriate).

f. Officers will be deleted from AI if found to be unqualified for the new assignment.

g. The Personnel Reassignments Work Center will use DA Form 5117-R to monitor the flow of an officer through the reassignment process. This form must be completed and filed in each officer's reassignment file.

3-5. Steps for notifying officer of assignment

The steps required for notifying officer of assignment are shown in table 3-1.

Table 3-1
Notifying officer of assignment

Step	Work center	Required action
1	PAUT	Forward RFO to Personnel Reassignments Work Center.
2	PRSG	Receive RFO.
3	PRSG	Conduct initial screen of RFO; identify cases for special handling (for example, security clearance, TDY enroute, medical screening, and so forth).
4	PRSG	Forward distinctive label (fig 2-4 modified) to Personnel Information Work Center that must be affixed to officer's MPRJ.
5	PRSG	Schedule officer for briefing and interview.
6	PRSG	Notify BNS1 of date of MPD or PSC briefing and interview.
7	BNS1	Notify unit of date of MPD or PSC briefing and interview.
8	UNIT	Notify officer of date of MPD or PSC briefing and interview.

Section III

Task: Brief Officer

3-6. Rules for briefing Officer

a. The Personnel Reassignments Work Center must notify officer of assignment, conduct reassignment briefing and interview officer within 15 calendar days of RFO date.

b. The Personnel Reassignments Work Center will conduct a reassignment briefing before interviewing officer (see app B for briefing format).

c. The reassignment briefing conducted by the Personnel Reassignments Work Center will include the following subjects.

- (1) Tour election or travel entitlements.
- (2) TDY options for schooling in conjunction with PCS.
- (3) Exceptional Family Member Program.
- (4) Married Army Couple Program.
- (5) Homebase or Advance Assignment Program.
- (6) Family travel application requirements.
- (7) Passport requirements.
- (8) HIV testing.
- (9) Application requirements for deletions and deferments.
- (10) Final preparation of overseas replacement (POR) clearing requirements.

d. After the reassignment briefing (and during the individual interview), the Personnel Reassignments Work Center will schedule each officer for pre-move (oversea orientation) briefing with ACS.

e. ACS will conduct pre-move (oversea orientation) briefing within 30 calendar days of RFO date.

f. The pre-move (oversea orientation) briefing conducted by ACS will be:

- (1) Conducted according to AR 608-1.
- (2) Mandatory for officers (and family members will be encouraged to attend).
- (3) Conducted in groups by country (such as Korea or Germany).
- (4) Based on information provided by PERSCOM (U.S. Army Community and Family Support Center) for each foreign area, including briefing outlines, pamphlets, and overseas orientation videos.
- (5) In conjunction with participation of other relocation related activities.
- (6) Scheduled to encourage maximum participation of family members with child care provided when possible.
- (7) Targeted, when possible, toward the particular audience.
- g. Some of the content of the pre-move (oversea orientation) briefing must come from other installation or division activities (that

is, Transportation Office, Finance and Accounting Office, Education Office, Housing Office, and Personnel Service Center).

h. The installation or division commander will direct the utmost support and cooperation of all activities involved in the reassignment process. A local task force (consisting of representatives from activities listed in rule g above and chaired by the DPCA) will meet quarterly to:

- (1) Review content of pre-move (oversea orientation) briefing.
- (2) Suggest improvements and discuss changes to content.
- (3) Update briefing material (as required).
- (4) Monitor attendance rates for officers (and family members).

i. ACS will provide the Personnel Reassignments Work Center with a list of officers who fail to attend their scheduled pre-move briefing.

j. The Personnel Reassignments Work Center will inform BNS1 of those officers who failed to attend reassignment and pre-move briefings.

k. Unit commanders will ensure that officers attend assignment and pre-move briefings.

3-7. Steps for briefing officer

The steps required for briefing officer are shown in table 3-2.

Table 3-2
Briefing officer

Step	Work Center	Required action
1	PRSG	Conduct reassignment briefing (rule c).
2	PRSG	Inform officer that family members are encouraged to attend pre-move (oversea orientation) briefing (rule f).
3	PRSG	Schedule officer for pre-move (oversea orientation) briefing with ACS (rule d).
4	SDLR	Report to ACS for pre-move (oversea orientation) briefing on scheduled date.
5	UNIT	Ensure officer attends pre-move (oversea orientation) briefing at ACS on scheduled date.
6	ACS	Conduct pre-move (oversea orientation) briefing (rules e and f).
7	ACS	Provide Personnel Reassignments Work Center with list of officers who fail to attend pre-move (oversea orientation) briefing (rule i).
8	PRSG	Provide BNS1 with list of officers who fail to attend pre-move (oversea orientation) briefing (rule j).
9	BNS1	Provide unit with list of officers who fail to attend pre-move (oversea orientation) briefing.
10	UNIT	Ensure officer is rescheduled for pre-move (oversea orientation) briefing (rule k).

Section IV

Task: Interview Officer

3-8. Rules for interviewing officer

a. The Personnel Reassignments Work Center must notify officer of assignment, conduct reassignment briefing and interview officer within 15 calendar days of RFO date.

b. Officers will be deleted from AI if found to be unqualified for the new assignment.

c. Before establishing an officer's availability date, the Personnel Reassignments Work Center should consider the officer's leave, travel time, TDY enroute, and the time permitted by TDY option.

d. The DLOS must be determined after interviewing the officer.

3-9. Steps for interviewing officer

The steps required for interviewing officer are shown in table 3-3

Table 3-3
Interviewing officer

Step	Work Center	Required action
1	PRSG	Interview soldier.
2	PRSG	If interview reveals that officer is eligible for assignment, take action outlined in steps 3-12 below.
3	PRSG	Have officer complete DA Form 5121-R (Overseas Tour Election Statement) (if officer is being assigned overseas and is eligible to apply for movement of family members to the overseas area).
4	PRSG	Have officer select a TDY option (if officer has TDY instructions in the special instructions portion of RFO).
5	PRSG	Have officer complete DA Form 4787-R (if officer is being assigned overseas and is eligible to apply for movement of family members to the overseas area).
6	PRSG	Have officer complete DA Form 4187 (if officer is eligible to apply for movement of family members to a designated location).
7	PRSG	Have officer complete DA Form 4036-R (if officer is on overseas AI).
8	PRSG	Establish officer's availability date (rule c).
9	PRSG	Submit SIDPERS "DLOS" transaction.
10	PRSG	Provide travel assistance (according to applicable tasks under "Travel Assistance").
11	PRSG	Prepare departure documents (according to applicable tasks under "Departure Document Processing").
12	PRSG	If interview reveals that a deletion or deferment is appropriate, take action outlined in "Process Officer's Request for Deletion or Deferment-Family Problems" task.

Section V

Task: Process Officer's Request for Deletion or Deferment-Family Problems

3-10. Rules for processing deletions or deferments when family problems are a factor

a. Deferment will be used in lieu of deletion if the disqualifying factor can be resolved within 90 calendar days (3 months) of the requirement month.

b. All deletion or deferment requests must be routed to or through the supporting MPD or PSC.

c. Officers alerted or on orders for reassignment may be granted deletion from orders by the MPD or PSC commander under the following criteria:

(1) Terminal illness of a family member where death is anticipated within 1 year.

(2) The death of the officer's spouse or child within 90 days of alert.

(3) Prolonged hospitalization of more than 90 days, actual or anticipated, of a family member wherein the officer's presence is deemed essential to resolve related problems.

(4) Recent documented rape or sexual abuse of the officer's spouse or child.

d. Officer alerted or on orders for reassignment may be granted deferment from orders for up to 90 calendar days by the MPD or PSC commander under the following criteria:

(1) Recent death of a family member.

(2) Illness of a family member that requires hospitalization of less than 90 calendar days.

(3) Recent custody of a child or children as a result of divorce, legal separation, or desertion.

(4) Established court dates for legal matters that require the officer's presence.

(5) A domestic hardship involving the immediate family, provided the officer's presence during the deferment period will result in reasonable, permanent relief that cannot be achieved by other satisfactory means.

e. Requests for deletion or deferment based solely on family separation incident to overseas assignments will not be considered.

f. PERSCOM must be notified of all locally-approved cases by telephone immediately after approval. A copy of the approved request will be forwarded to HQDA within 14 calendar days following approval. The gaining commander must be notified by message.

g. Requests requiring HQDA approval will be submitted to arrive at HQDA within 30 calendar days of date on RFO. If a deletion or deferment situation occurs after the initial 30 days, a request will be submitted within 72 hours after the situation occurs (or becomes known to the officer).

h. All requests for deletion or deferment that are based on conditions not specified in rules c or d above will be forwarded to PERSCOM (see chap 1 for appropriate address) for action.

i. Officers will comply with the original AI if a request is disapproved. If necessary, PERSCOM will adjust the arrival month and so state in the disapproval.

j. Officers will comply with the original AI at the end of an authorized deferment.

k. If request is based upon medical problems of a family member, a signed statement from attending physician giving specific medical diagnosis and prognosis of illness must be included as follows:

(1) If illness is terminal, the life expectancy must be included in request.

(2) Medical statement must list any factors that establish that the officer's presence is essential. It should also state how the officer's presence will have a bearing on the medical condition.

l. If request is based upon legal problems, it must include a signed statement from a licensed attorney stating problems and reasons why officer's presence is essential.

m. If request is based upon other than medical or legal problems, supporting statements from responsible persons (such as clergy, social workers, and so forth who have personal knowledge of the problem) must be included.

n. Requests for deletion or deferment must be submitted using DA Form 4187.

o. If problem involves the health and welfare of family members, the affected person must be—

(1) The spouse, child, parent, minor brother or sister, guardian (in loco parentis), or the only living blood relative of the officer.

(2) Or other authorized dependent, as described in AR 640-3.

p. If problem is based on the condition of a parent-in-law, no other member of the spouse's family must be available to help resolve the problem.

q. Once a request requiring PERSCOM approval has been submitted, the officer will be retained at the home station pending PERSCOM final approval.

r. Reassignment processing will continue until the deletion or deferment is approved (except for requesting port call, moving family members, shipping household goods, and terminating quarters).

s. Officers will be advised not to take irreversible action (for example, sale of house, POV, or other personal items) while pending a request for deletion or deferment.

t. If an emergency arises after the officer departs the losing organization, a request may be submitted by contacting the nearest Army installation that has a MPD or PSC for assistance in submitting the request.

u. If authorized leave expires, an officer may be attached to the installation or activity processing the request for more than 14 days. A complete request must be processed and dispatched to PERSCOM during this 14-day period.

v. If officer is attached to another installation, a copy of the attachment order and DA Form 31 must be included with the request for deletion or deferment.

3-11. Steps for processing deletions and deferments when family problems are a factor

The required steps for processing deletions and deferments when family problems are a factor are shown in table 3-4.

Table 3-4
Processing deletions and deferments when family problems are a factor

Step	Work Center	Required action
1	SDLR	Inform unit of desire for deferment or deletion.
2	BNS1	Interview officer to determine validity of request.
3	BNS1	Advise officer of the supporting documents requirement.
4	BNS1	Assist the officer in obtaining required documents.
5	BNS1	Assist the officer in preparing DA Form 4187 (include or attach complete justification).
6	BNS1	Forward DA Form 4187 to Personnel Reassignments Work Center.
7	PRSG	Receive DA Form 4187.
8	PRSG	Evaluate request for timeliness, completeness, and adequacy of justification.
9	PRSG	Recommend approval or disapproval.
10	PRSG	If MPD or PSC has approving authority, forward request to MPD or PSC commander or chief for approval or disapproval.
11	PRSG	Approve or disapprove request.
12	PRSG	Forward request to Personnel Reassignments Work Center.
13	PRSG	If approved, notify PERSCOM by telephone.
14	PRSG	If approved, notify gaining commander by message.
15	PRSG	Forward copy of approved request to PERSCOM.
16	PRSG	Submit SIDPERS "DLOS" transaction.
17	PRSG	Place copy of approval or disapproval in officer's reassignment file.
18	PRSG	Inform BNS1 of decision.
19	PRSG	If final approval is not at MPD or PSC level, prepare forwarding comment.
20	PRSG	Forward request to PERSCOM.
21	PRSG	Submit SIDPERS "DLOS" transaction to report that a deletion or deferment is being processed.
22	PRSG	If request requires HQDA approval, suspense action.
23	PRSG	If HQDA returns request for additional information or justification, resubmit with additional data.
24	PRSG	If request was approved or disapproved, inform BNS1 of decision.
25	PRSG	Place copy of approval or disapproval in officer's reassignment file.
26	PRSG	If request was disapproved, continue reassignment processing.
27	PRSG	If deferment was approved, determine new arrival date.
28	PRSG	Adjust any existing port calls.
29	PRSG	Amend any previously published reassignment or TDY orders.
30	PRSG	Continue reassignment processing.
31	PRSG	If deletion was approved, stop reassignment processing.
32	PRSG	Cancel any existing port calls.
33	PRSG	Revoke any previously published reassignment or TDY orders.
34	BNS1	Inform unit of approval or disapproval.
35	UNIT	Inform officer of decision.

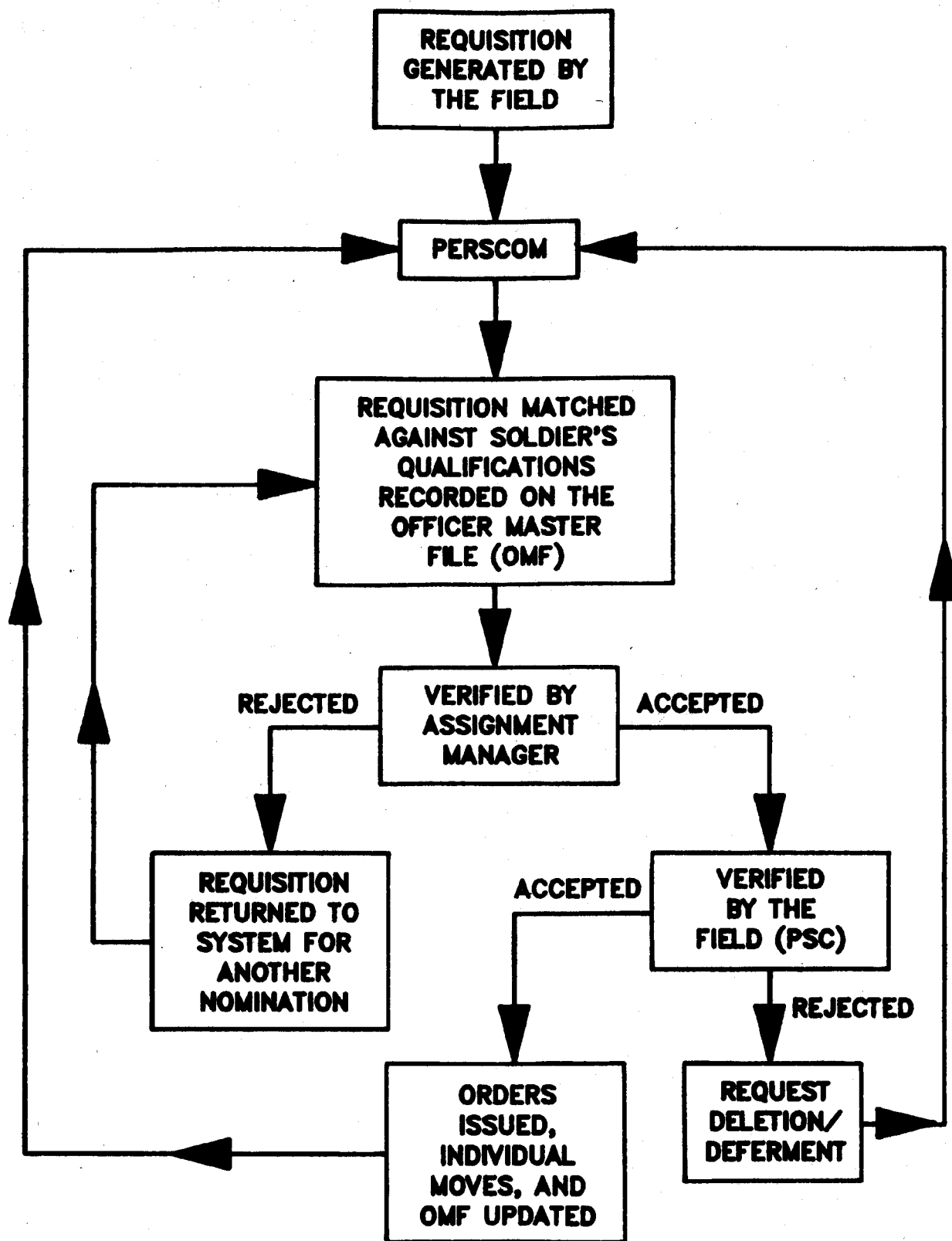


Figure 3-1. Flow diagram of the officer personnel assignment system

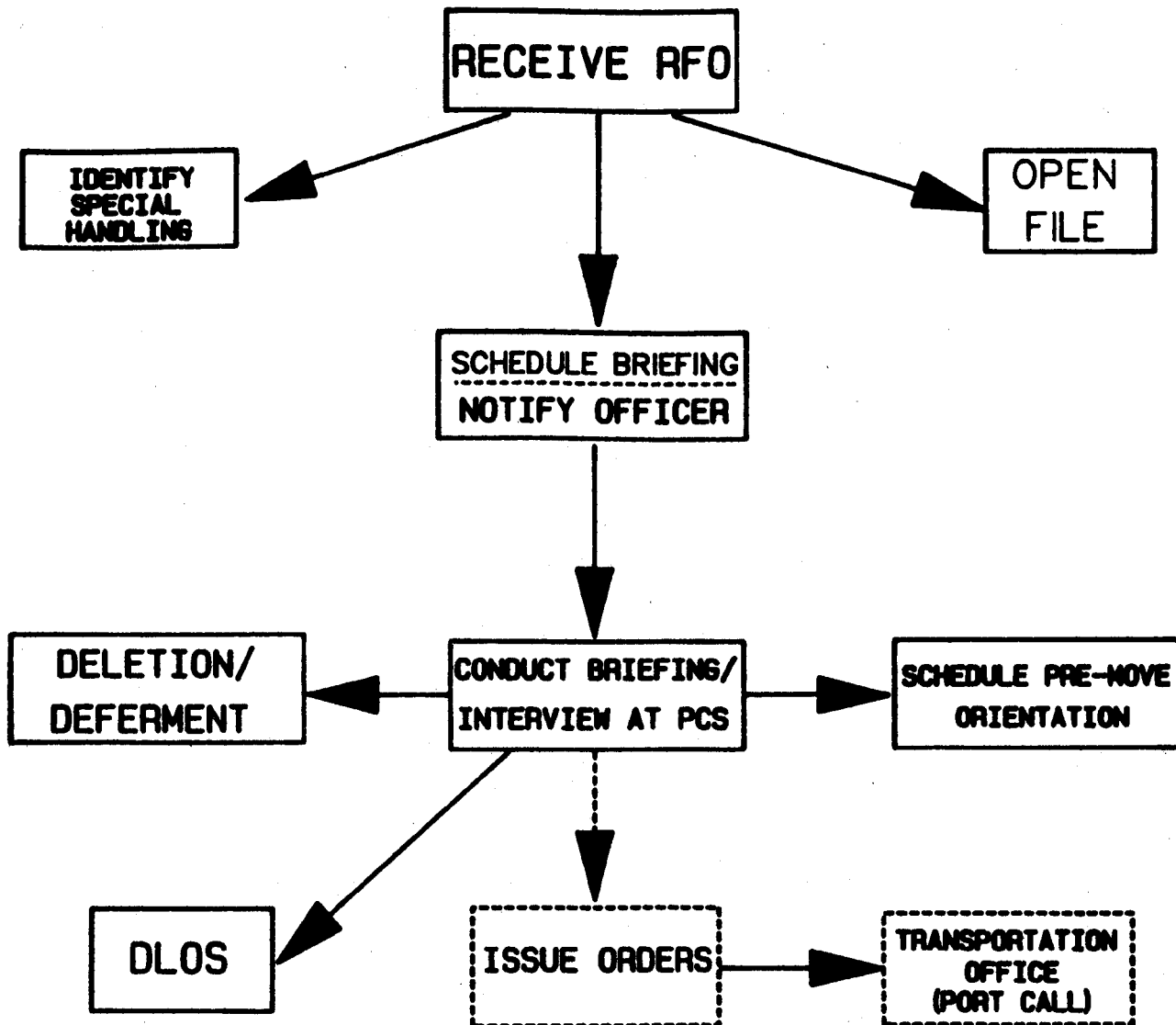


Figure 3-2. Flow diagram of reassignment verification (officer)

Chapter 4 Travel Assistance

Section I Policies

4-1. HQDA—directed TDY for schooling in conjunction with PCS

Soldiers who are authorized movement of family members at Government expense and are directed to TDY schooling with PCS assignments will have the options for locating their family members outlined in figure 2-6.

4-2. Medical and dental requirements

Soldiers who are being reassigned overseas must be medically and dentally qualified for assignment.

4-3. Family travel requests (movement to gaining overseas area)

Family travel requests for movement to a gaining overseas area (as indicated in completed DA Form 4787-R) will not be processed by the losing installation until all family members listed on DA Form 4787-R are verified as bonafide dependents of the soldier.

4-4. Family travel requests (movement to designated location)

Family travel requests for movement to a designated location (DA Form 4187) will not be processed by the losing installation until all family members listed on DA Form 4187 are verified as bonafide dependents of the soldiers and meet the requirements of the Joint Federal Travel Regulation (JFTR), paragraph U5222.

4-5. Passport and visa applications

Passport and visa applications will be submitted according to AR 600-290 and the Department of State Passport Agent's Manual.

4-6. Family travel decisions

The Family Travel Approval Authority (FTAA) (as outlined in "Process Family Travel Decisions" Task) is responsible for rendering family travel decisions.

4-7. Port call requests

Port calls will be requested according to the procedures outlined in AR 55-28.

4-8. Request for more than one POV travel authorization

The use of more than one POV within the same household in connection with a PCS may be authorized or approved as advantageous to the Government if it meets the criteria outlined in the JFTR, paragraph U5205.

4-9. Advance return of family members (overseas to CONUS)

Advance return of family members from overseas may be authorized or approved if it meets the criteria outlined in the JFTR, paragraph U5240.

Section II

Task: Process TDY Options for Schooling in Conjunction with PCS

4-10. Rules for processing for TDY options for schooling in conjunction with PCS

a. Figure 2-5 will be used by the Personnel Reassignments Work Center to notify the BNS1 and unit commander that soldier has been selected for schooling in conjunction with PCS.

b. Figure 2-6 will be attached to figure 2-5 if assignment requires TDY schooling.

c. The Personnel Reassignments Work Center must conduct initial screen of EDAS cycle, process reassignment notification, conduct reassignment briefing, and interview soldier within 30 calendar days of EDAS cycle date.

d. DA Form 5118-R will be used in conjunction with table 2-1 to determine if soldier requires a deletion or deferment.

e. Soldiers will be deleted from the EDAS cycle if found to be unqualified for the new assignment.

f. The Personnel Reassignments Work Center will use figure 2-6 to determine which TDY options apply to soldier. (See AR 614-6 for additional information.)

4-11. Steps for processing TDY options for schooling in conjunction with PCS

The steps required for processing TDY options for schooling in conjunction with PCS are shown in table 4-1.

Table 4-1
Processing TDY options for schooling in conjunction with PCS

Step	Work center	Required action
1	PRSG	Use DA Form 5118-R, Part II in conjunction tables 2-1 to determine if soldier requires TDY for schooling in conjunction with PCS.
2	PRSG	If soldier requires TDY for schooling, attach copy of figure 2-5 to figure 2-6 (during "Process Reassignment Notification" Task).
3	PRSG	Forward figure 2-5 to BNS1 (during "Process Reassignment Notification" Task).
4	BNS1	Notify unit of TDY options (during "Process Reassignment Notification" Task).
5	UNIT	Notify soldier of TDY options (during "Process Reassignment Notification" Task).
6	UNIT	Verify soldier's eligibility for TDY schooling to include compliance with height and weight standards (during "Process Reassignment Notification" Task).
7	UNIT	Inform BNS1 if soldier does not meet height and weight standards (during "Process Reassignment Notification" Task).
8	BNS1	Inform Personnel Reassignments Work Center if soldier does not meet height and weight standards (during "Process Reassignment Notification" Task).
9	PRSG	Brief soldier on TDY options (during "Conduct Briefing" Task).
10	PRSG	Verify soldier's eligibility for TDY for schooling (during "Conduct Individual Interview" Task).
11	PRSG	If soldier does not meet eligibility requirements, initiate deletion.
12	PRSG	If soldier meets eligibility requirements, refer to figure 2-6 to determine which TDY options apply to soldier (during "Conduct Individual Interview" Task).
13	PRSG	Have soldier complete TDY option statement on figure 7-12 (during "Conduct Individual Interview" Task).
14	PRSG	Publish appropriate PCS orders (during "Prepare PCS Orders" Task).
15	BNS1	Ensure unit receives PCS orders (during "Prepare PCS Orders" Task).
16	UNIT	Ensure soldier receives MPD or PSC orders (during "Prepare PCS Orders" Task).

Section III

Task: Process Medical and Dental Requirements (DA Form 4036-R)

4-12. Rules for processing medical and dental requirements (DA Form 4036-R)

a. The Personnel Reassignments Work Center will prepare DA Form 4036-R for all soldiers being reassigned to an overseas area.

b. If soldier is being assigned to an isolated overseas area and

initial evaluation is administered more than 30 calendar days prior to DLOS, the physical status of soldier will be verified in writing not more than 30 calendar days before DLOS.

c. If soldier is being assigned to an isolated overseas area and family members do not complete the required medical and dental evaluation and personal interview, they will not be allowed to accompany soldier.

d. If soldier is being assigned to an isolated overseas area and initial evaluation of family members is administered more than 30 calendar days prior to soldier's DLOS, the physical status of family members who will accompany soldier will be verified in writing not more than 30 calendar days before DLOS.

e. DA Form 4306-R must be completed by the local medical treatment facility (MTF) and returned to the Personnel Reassignments Work Center no later than 21 calendar days from date shown in item 13 of DA Form 4036-R.

4-13. Steps for processing medical and dental requirements (DA Form 4036-R)

The steps required for processing medical and dental requirements (DA Form 4036-R) are shown in table 4-2.

Table 4-2
Processing medical and dental requirements (DA Form 4036-R)

Step	Work center	Required action
1	PRSG	Complete DA Form 4036-R, items 1 through 13.
2	PRSG	If soldier is being assigned to an isolated overseas area, take action outlined in steps 3 through 4 below.
3	PRSG	Advise soldier that a medical and dental records evaluation and personal interview will be done by a physician or dentist at the local MTF.
4	PRSG	Advise soldier that a medical and dental records evaluation and personal interview of family members will be done by a physician or dentist at the local MTF.
5	PRSG	Advise soldier to correct his or her temporary medical and dental problems and those of his or her family members before departure for overseas assignment.
6	PRSG	Advise soldier of the mandatory requirement to have an HIV test administered no earlier than 6 months prior to reassignment.
7	PRSG	Forward the original and two copies of DA Form 4036-R immediately to the servicing MTF.
8	PRSG	Establish a suspense of 21 calendar days from the date shown in DA Form 4036-R, item 13, and place the fourth copy of DA Form 4036-R in suspense file.
9	MTFA	If DA Form 4036-R, item 8 is checked "NO," evaluate soldier's medical records and complete the form as required. A dental review is not necessary unless required in item 10.
10	MTFA	If DA Form 4036-R, item 8 is checked "YES," evaluate soldier's (and his or her family members if concurrent travel was requested) medical and dental records, conduct "Type A" examinations as required by AR 40-501, paragraph 10-29b(1), and complete the form as required.
11	MTFA	Establish any appointments required as a result of the evaluation and interview and indicate date, time, and location in the appropriate blocks of the DA Form 4036-R.
12	MTFA	If soldier is temporarily or permanently disqualified for the assignment, attach appropriate medical documentation (such as DA Form 3349) to support any deletion of deferment action that may be required.
13	MTFA	Return original and one copy of completed DA Form 4036-R (within any supporting documents attached) to the Personnel Reassignments Work Center within 21 calendar days of date shown in DA Form 4036-R, item 13.

Table 4-2
Processing medical and dental requirements (DA Form 4036-R)—Continued

Step	Work center	Required action
14	MTFA	Send the remaining copy of the completed DA Form 4036-R to the address shown in DA Form 4036-R, item 4.
15	UNIT	Receive copy of DA Form 4036-R from MTF.
16	UNIT	Identify any appointments shown in DA Form 4036-R, items 17, 18, 20, 21, 26, and 27.
17	UNIT	Ensure soldier (and family members, if applicable) comply with established appointments.
18	PRSG	Remove suspense copy of DA Form 4036-R from office suspense file.
19	PRSG	If deletion or deferment action is required, take action outlined in "Process Deletion or Deferment Request—Regulatory (Locally-Approved)" Task or "Process Deletion or Deferment Request—Regulatory (DA-Approved)" Task.
20	PRSG	For deletion cases, file original copy of DA Form 4036-R in soldier's reassignment file and destroy duplicate copy.
21	PRSG	For deferment cases, forward original copy of DA Form 4036-R to Personnel Information Section for filing as an action pending document in soldier's MPRJ. File duplicate copy in soldier's reassignment file.
22	PRSG	If soldier is qualified for assignment, forward original copy of DA Form 4036-R to Personnel Information Section for filing as an action pending document in soldier's MPRJ. File duplicate copy of DA Form 4036-R in soldier's reassignment file.

Section IV

Task: Process Family Travel Request (Movement to Gaining Oversea Area)

4-14. Rules for processing family travel request (movement to gaining overseas area)

a. If soldier is being assigned to an overseas area use table 4-3 and appendix B to determine category of travel and family travel application requirements (use AR 614-30, app B for tour length information, AR 55-46 for additional family travel information, and AR 680-29, app E for MPD or PSC addresses).

b. Category 1 travel indicates that automatic concurrent travel can be authorized by the losing installation (except for soldiers who qualify for EFMP). However, an information copy of DA Form 4787-R must be sent to gaining overseas commander when indicated in table 4-3.

c. Category 2 travel indicates that DA Form 4787-R must be sent to overseas commander for approval.

d. Soldiers who qualify for EFMP must have DA Form 4787-R sent to overseas commander for approval for Category 1 and Category 2 travel.

e. The Personnel Reassignments Work Center must verify the dependency of family members for whom soldier desires travel at Government expense by referring to documents in soldier's MPRJ.

f. Any discrepancies in dependency data between MPRJ and finance record must be resolved according to the procedures outlined in AR 37-106.

g. DA Form 4787-R will be submitted to arrive in gaining overseas command within 60 calendar days of EDAS cycle or RFO.

h. If soldier receives AI to a category 2 overseas area with insufficient notification to allow DA Form 4787-R to arrive in overseas command at least 60 calendar days prior to soldier's reporting date, losing installation can grant deferred travel to family members.

i. Soldiers who elect to serve a "with dependents" tour but do not desire to apply for concurrent travel of family members will be

granted deferred travel of their family members by the losing installation. These soldiers are not required to complete DA Form 4787-R (unless they qualify for EFMP).

j. Losing installation can grant deferred travel to family members of training base soldiers who are being reassigned overseas. Training base soldiers are not required to complete DA Form 4787-R (unless they qualify for EFMP).

4-15. Steps for processing family travel request (movement to gaining overseas area)

The steps required for processing family travel request (movement to gaining overseas area) are shown in table 4-4.

Table 4-4
Processing family travel request (movement to gaining overseas area)

Step	Work center	Required action
1	SDLR	Complete DA Form 4787-R if being assigned to an overseas area and travel of family members at Government expense is desired.
2	SDLR	Forward DA Form 4787-R (with DA Form 5118-R, Parts VI and VII completed under Task "Process Reassignment Notification") to BNS1.
3	BNS1	Forward DA Form 4787-R (with DA Form 5118-R, Parts IV through VII and a prepared fig 2-7) to Personnel Reassignments Work Center no later than suspense date indicated on Reassignment Notification.
4	PRSG	Receive DA Form 4787-R (and other documents specified in step 3 above).
5	PRSG	Verify soldier's eligibility for family travel.
6	PRSG	Verify dependency of family members listed on DA Form 4787-R (rules e and f).
7	PRSG	Refer to appendix B for family travel application requirements.
8	PRSG	If soldier is being assigned to category 1 overseas area, approve concurrent travel of family members (except EFMP members).
9	PRSG	Send information copy of DA Form 4787-R to gaining overseas command when indicated in table 4-3.
10	PRSG	If soldier is being assigned to category 2 overseas area, send DA Form 4787-R to gaining overseas command shown in table 4-3.
11	PRSG	If soldier is being assigned to category 1 or category 2 overseas area and soldier qualifies for EFMP send DA Form 4787-R to overseas command in table 4-3.
12	PRSG	Process family travel decision according to "Process Family Travel Decisions" Task.

Section V

Task: Process Family Travel Request (Movement to Designated Location)

4-16. Rules for processing family travel request (movement to designated location)

a. If soldier is being assigned to an overseas area and movement of family members to a designated location is desired, use appendix B to determine travel options. (See AR 55-46, chap 5 for additional explanation.)

b. The Personnel Reassignments Work Center must verify the dependence of family members for whom soldier desires travel at Government expense by referring to documents in soldier's MPRJ.

c. The Personnel Reassignments Work Center will resolve discrepancies in dependency status between MPRJ and finance record according to the procedures outlined in AR 37-106.

d. DA Form 4187 will be used by soldier to request movement of family members to a designated location.

e. Except as provided in *j* below, requests for movement of

family members to a designated location that is the same country where soldier is serving an unaccompanied (dependent restricted) tour will not be favorably considered.

f. When concurrent travel of dependents has been denied and dependent travel will be delayed 20 weeks or more from the soldier's reporting month, the losing installation may approve movement of family members to a designated location in CONUS only.

g. When dependent travel will be delayed less than 20 weeks from the soldier's port reporting month, the losing installation will not approve movement of family members to a designated location. Any travel during this "deferred travel" period will be at personal expense.

h. If soldier elects to serve on "all others" tour or is being assigned to a dependent restricted area, the losing installation may approve movement of family members to a designated location in CONUS, Alaska, Hawaii, Puerto Rico, or any territory or possession of the United States.

i. Approving authority for movement of family members to a designated location may be delegated from the installation commander to the MPD or PSC commander (except in rule *j* below).

j. If soldier is being assigned to a dependent restricted area, the Secretary of the Army may approve movement of foreign born dependents to their country of origin provided the unusual nature of the conditions or circumstances justify such transportation.

k. Requests for movement of family members to a designated location OCONUS must contain complete justification and be forwarded to PERSCOM. Cases based solely on English language difficulties of spouse will not be favorably considered.

4-17. Steps for processing family travel request (movement to designated location)

The steps required for processing family travel request (movement to designated location) are shown in table 4-5.

Table 4-5
Processing family travel request (movement to designated location)

Step	Work center	Required action
1	SDLR	Inform unit of desire to request movement of family members to a designated location.
2	UNIT	Direct BNS1 to prepare DA Form 4187 requesting movement of family members to a designated location.
3	BNS1	Prepare DA Form 4187 and include or attach complete justification.
4	BNS1	Evaluate request for adequacy of justification.
5	BNS1	Recommend approval or disapproval.
6	BNS1	If recommending approval, forward request to Personnel Reassignments Work Center.
7	BNS1	If disapproved, inform unit of reason.
8	PRSG	Receive DA Form 4187.
9	PRSG	Verify soldier's eligibility for family travel.
10	PRSG	Verify dependency of family members listed on DA Form 4187.
11	PRSG	Refer to appendix B to determine soldier's options for movement of family members to a designated location. (See AR 55-46 for additional information.)
12	PRSG	If MPD or PSC has approving authority, approve or disapprove request.
13	PRSG	If HQDA is approving authority, prepare forwarding endorsement.
14	PRSG	If approved, publish orders authorizing movement of family members to a designated location.
15	PRSG	If disapproved, inform BNS1 of reasons.
16	BNS1	Inform unit of approval or disapproval.
17	UNIT	Inform soldier of decision.

Section VI

Task: Process Passport and Visa Applications

4-18. Rules for processing passport and visa applications.

a. Refer to AR 600-290 and Department of State Passport Agent's Manual for details regarding passport and visa processing.

b. DD Form 1056 (Authorization to Apply for a "No Fee" Passport and/or Request for a Visa) must be completed according to the instructions contained AR 600-290, appendix B.

c. Completed passport and visa applications will be dispatched to addresses contained in AR 600-290.

d. Soldiers and family members will be advised not to sign DSP Form 11 (Passport Application) until instructed to do so by the passport agent.

4-19. Steps for processing passport and visa applications

The steps required for processing passport and visa applications are shown in table 4-6.

Table 4-6
Processing passport and visa applications

Step	Work center	Required action
1	PRSG	Review AI and the U.S. Air Force Foreign Clearance Guide to determine if a passport or visa is required.
2	PRSG	Advise the soldier to complete a DD Form 1056 and DSP Form 11 for each individual requiring a passport or visa.
3	PRSG	Advise the soldier where to have passport photos taken.
4	PRSG	Advise the soldier to take DD Form 1056, DSP Form 11, and passport photos to installation passport agent.

Section VII

Task: Process Family Travel Decisions

4-20. Rules for processing family travel decisions

a. The losing installation commander is responsible for approving family travel decisions for soldiers being assigned to category 1 overseas tour area (provided family members do not qualify for EFMP).

b. The gaining overseas commander is responsible for making family travel decisions for soldiers being assigned to category 2 overseas tour area (and category 1 overseas tour area if family members qualify for EFMP).

c. Category 2 (and category 1 for soldiers who qualify for EFMP) overseas tour areas require submission of DA Form 4787-R to the overseas commander listed in table 4-3.

d. The Family Travel Approval Authority (FTAA) will authorize concurrent travel if quarters are available within 60 days of soldier's arrival in the overseas area.

e. The FTAA will authorize deferred travel if quarters are available 61 to 140 days after the soldier's arrival in the overseas area.

f. The FTAA will disapprove family travel to the overseas location if the availability of quarters exceeds 140 days after soldier's arrival in the overseas area.

4-21. Steps for processing family travel decisions

The steps required for processing family travel decisions are shown in table 4-7.

Table 4-7
Processing family travel decisions

Step	Work center	Required action
1	FTAA	If soldier applies for a "with dependents" tour and DA Form 4787-R indicates that soldier does not have EFMP members, take action outlined in steps 1 through 5 below.
2	FTAA	Verify ultimate assignment and forward DA Form 4787-R to proper subordinate commander for appropriate action.
3	FTAA	Refer copy of DA Form 4787-R to appropriate housing office to ascertain availability of housing in assigned area.
4	FTAA	As soon as DA Form 4787-R returns with projected availability of housing, take FTAA action below.
5	FTAA	Approve or disapprove family member travel.
6	FTAA	Notify the gaining and losing commanders regarding this family member travel decision.
7	PRSG	If FTAA authorizes concurrent travel, take FTAA below.
8	PRSG	Notify soldier of travel decision.
9	PRSG	Advise soldier that movement of family members and household goods to a designated location is not authorized for soldiers granted concurrent travel.
10	PRSG	Publish travel orders according to the "Prepare PCS Orders" Task.
11	PRSG	Authorize installation passport agent to release passports or visas to soldier or family members according to the "Process Passport or Visa Application" Task.
12	PRSG	Advise soldier to obtain port call from installation Central Port Call Office (CPCO) according to the "Process Request for Port Call" Task.
13	PRSG	If FTAA authorizes deferred travel, take FTAA action below.
14	PRSG	Notify soldier of travel decision.
15	PRSG	Advise soldier residing in Government quarters in CONUS that family members are permitted to remain in quarters at the old duty station up to 140 days after the soldier's departure or 60 days after the soldier's overseas reporting date if TDY enroute is directed.
16	PRSG	Advise soldier that family members of soldiers attending service schools will be permitted to remain in Government quarters at the discretion of the service school commandant, based on availability of quarters for incoming students.
17	PRSG	Advise soldier that movement of family members and household goods to a designated location is not authorized for soldiers granted deferred travel.
18	PRSG	Publish travel orders according to the "Prepare PCS Orders" Task.
19	PRSG	Authorize installation passport agent to release passports or visas to soldier or family members according to the "Process Passport or Visa Application" Task.
20	PRSG	Advise soldier to obtain port call from installation CPCO according to the "Process Request for Port Call" Task.
21	PRSG	If soldier's application for family travel is disapproved, take PRSG action below.
22	PRSG	Notify soldier of travel decision.
23	PRSG	Inform soldier that travel of family members and movement of household goods to a designated location in CONUS only is authorized (see app B).
24	PRSG	Advise soldier that installation passport agent will not release passports to family members. (See "Process Passport or Visa Application" Task.)

Table 4-7
Processing family travel decisions—Continued

Step	Work center	Required action
25	PRSG	Advise soldier to obtain port call from installation CPCO according to the "Process Request for Port Call" Task.
26	PRSG	If soldier elected "all others" tour or is being assigned to a dependent restricted overseas area, take PRSG action below.
27	PRSG	Refer to AR 614-30, appendix B, to determine the appropriate overseas tour length.
28	PRSG	Inform soldier that travel of family members and movement of household goods to a designated location in CONUS, Alaska, Hawaii, Puerto Rico, or a territory or possession of the United States is authorized (see app B).
29	PRSG	Publish travel orders according to applicable Tasks under "Departure Document Processing."
30	PRSG	Advise soldier to obtain port call from installation CPCO according to "Process Request for Port Call" Task.

Section VIII

Task: Process Request for Port Call

4-22. Rules for processing request for port call

a. The Military Traffic Management Command (MTMC) will accept port call requests and follow-up actions only from the CPCO location at each installation and separate activities not located on military installations.

b. Port calls will be requested according to the procedures outlined in AR 55-28.

c. Port call requests for PCS or TDY will be submitted as far in advance of the desired departure date as possible, but not earlier than 90 calendar days prior to the availability date requested for the travel.

4-23. Steps for processing request for port call

The steps required for processing request for port call are shown in table 4-8.

Table 4-8
Processing request for port call

Step	Work center	Required action
1	PRSG	Advise soldier (and family members) to report to the CPCO to obtain port call.
2	SDLR	Report to CPCO to obtain port call.
3	CPCO	Issue port call instructions.
4	SDLR	Comply with port call instructions.

Section IX

Task: Process request for more than one POV Travel Authorization

4-24. Rules for processing request for more than one POV travel authorization

a. The use of more than one POV within the same household in connection with a PSC may be authorized or approved as advantageous to the Government if it meets the criteria outlined in JFTR, paragraph U5205.

b. The applicable conditions of JFTR, paragraph U5205 for authorizing the use of more than one POV (or the same POV for a second trip) will be shown in the travel order.

c. The orders issuing authority at installation level may approve or disapprove requests for more than one POV (except in cases

where soldier does not meet the four-person limitation as outlined in JFTR, paragraph U5205).

d. An exception to this four-person limitation may be made by the Secretary of the Army or the designated representative in special circumstances (such as travel over the ALCAN highway in Canada and Alaska where extra spare tires, parts and tools must be carried). Requests that contain full justification will be sent to PERSCOM.

4-25. Steps for processing request for more than one POV travel authorization

The steps required for processing request for more than one POV travel authorization are shown in table 4-9.

Table 4-9
Processing request for more than one POV travel authorization

Step	Work center	Required action
1	SDLR	Inform unit of desire to request more than one POV travel authorization.
2	UNIT	Direct BNS1 to prepare DA Form 4187 requesting more than one POV travel authorization.
3	BNS1	Prepare DA Form 4187 and include or attach complete justification.
4	BNS1	Evaluate request for adequacy of justification.
5	BNS1	Recommend approval or disapprove.
6	BNS1	If recommending approval, forward request to Personnel Reassignments Work Center.
7	BNS1	If disapproved, inform unit of reason.
8	PRSG	Receive request for more than one POV travel authorization.
9	PRSG	Approve requests meeting the criteria outlined in JFTR, paragraph U5205.
10	PRSG	Disapprove requests not meeting the criteria outlined in JFTR, paragraph U5205.
11	PRSG	If soldier is requesting exception to four-person limitation, prepare forwarding endorsement to PERSCOM.
12	PRSG	Inform BNS1 of decision.
13	PRSG	If approved, ensure travel orders state the applicable conditions of JFTR, paragraph U5205 authorizing the use of more than one POV (or the same POV for a second trip).
14	PRSG	If disapproved, inform BNS1 of specific reasons.
15	BNS1	Inform unit of decision.
16	UNIT	Inform soldier of decision.

Section X

Task: Process Advance Return of Family Members (Overseas to CONUS)

4-26. Rules for processing advance return of family members (overseas to CONUS)

a. When a soldier's dependents stationed overseas become involved in an incident outlined in JFTR paragraph, U5240-B, the major overseas commander (or designated representative) may authorize advance return of dependents at Government expense to a designated location.

b. When the Secretary of the Army (or higher official) determines that dependents are to be returned from an overseas area according to the JFTR, paragraph U5240-C, the major overseas commander (or designated representative) will authorize advance return of dependents at Government expense to a designated location.

c. When a soldier stationed overseas submits a request for advance return of dependents for personal reasons, the major overseas commander (or designated representative as defined in d below) may authorize movement of dependents to a designated location if soldier's request meets the criteria in JFTR, paragraph U5240-D.

d. Approval authority for advance return of family members may be delegated by the major overseas commander to the soldier's installation commander (if commander is in the rank of Colonel or higher). No further delegation is authorized.

e. Dependents may be returned to a designated location in CONUS.

f. The major overseas commander (or designated representative) will determine the destination to which travel is authorized and will ensure that a reasonable relationship exists between the conditions and circumstances in the case and the destination.

g. Return travel of dependents to the overseas permanent duty station is not authorized (except for dependents who are advance returned under JFTR, para U5240-B, item 3).

h. Dependents who are advance returned to a designated location may not be further moved at Government expense until the soldier is ordered on PCS from the overseas permanent duty station or serves an in-place consecutive overseas tour (IPCOT).

i. A soldier may return the dependents to the overseas permanent duty station at personal expense. Those dependents may be command sponsored if the soldier has 24 months remaining on the overseas tour after approval of command sponsorship, and the soldier has been notified that he is being reassigned(PCS) from the overseas duty station.

j. Dependents who are advance returned must begin travel before PCS orders are issued which relieve the soldier from the permanent duty station OCONUS.

k. The orders-issuing official will cite, in the orders for transportation of dependents, the specific item of JFTR, paragraph U5240, which applies in the particular case.

l. In all cases, it must be shown that the advance return of dependents is in the best interest of the Government.

m. Advance return of dependents under JFTR, paragraph U5240-D, may be provided only when the soldier has shown that a valid need to return the dependents exists, the problem or situation occurred after arrival at the overseas permanent duty station, and local resources cannot resolve the problem.

n. The major overseas commander will report quarterly (per AR 614-30, para 7-17c) the number of soldiers who were granted advance return of dependents. Reports will be sent to PERSCOM no later than 15 days following each quarter.

4-27. Steps for processing advance return of family members (overseas to CONUS)

The steps required for processing advance return of family members (overseas to CONUS) are shown in table 4-10.

Table 4-10
Processing advance return of family members (overseas to CONUS)—Continued

Step	Work center	Required action
15	BNS1	Inform unit of approval or disapproval.
16	UNIT	Inform soldier of decision.

Table 4-10
Processing advance return of family members (overseas to CONUS)

Step	Work center	Required action
1	SDLR	Inform unit of desire to request advance return of family members (applies to soldier initiated requests).
2	UNIT	Direct BNS1 to prepare DA Form 4187 requesting advance return of family members (applies to soldier and unit initiated requests).
3	BNS1	Prepare DA Form 4187 and include or attach complete justification.
4	BNS1	Evaluate request for adequacy of justification.
5	BNS1	Recommend approval or disapproval.
6	BNS1	Forward request to Personnel Reassignments Work Center. If recommending disapproval, state reason.
7	PRSG	If request is soldier or unit initiated, evaluate request for adequacy of justification.
8	PRSG	Forward request to installation commander for approval or disapproval.
9	MACM	Evaluate request for adequacy of justification.
10	MACM	Approve or disapprove request.
11	MACM	Forward request to Personnel Reassignments Work Center.
12	PRSG	If request was approved, publish orders.
13	PRSG	Inform soldier to obtain port call for family members at installation CPO.
14	PRSG	If request was disapproved, inform BNS1 of reason.

Table 4–3
Category of travel

If soldier is being assigned to	and category of travel is (see notes)	then forward DA Form 4787 and enclosures to
Afghanistan (Defense Attache)	1	NF
Alaska (except as indicated) Adak Fort Greely	2	Cdr, 6th Inf Div, ATTN: AFZT–AG–PM (enlisted) or AFZT–AG–M (officer), Fort Richardson, AK 99505
Clear, Dalena, King Salmon, Shemya	NA	NF
Algeria (Defense Attache)	1	
American Samoa	NA	
Argentina (except Def Attache) Defense Attache Ascension Island	1	
Australia (except as indicated) Alice Spring & Woomera	2	Commander, gaining unit
Defense Attache	1	NF
Austria (except Defense Attache)	2	Commander, gaining unit
Defense Attache Bahamas (Andres Island)	1	NF
Bahrain	2	Commander, gaining unit
Bangladash (Defense Attache) Belgium (except as indicated) Florrenes Defense Attache	1	NF
Belize (except Defense Attache) Defense Attache Benin Bermuda Bolivia (except Defense Attache) Defense Attache Brazil (except as indicated) Defense Attache Brazillia	1	NF
British Indian Ocean Territory Diego Garcia	NA	NA
Bulgaria (Defense Attache) Burma (Defense Attache) Cameroon (Defense Attache)	1	NF
Canada (except as indicated) Newfoundland, Goose Bay, Labrador	2	Commander, gaining unit
Defense Attache Chad (Defense Attache) Chile (except Defense Attache) Defense Attache China (Defense Attache)	1	NF
Columbia (except Def Attache)	2	Commander, gaining unit
Defense Attache Costa Rica	1	NF
Cuba (Guantanamo Bay)	2	Commander, gaining unit
Cyprus (except as indicated) Defense Attache Diplomatic officers Czechoslovakia (Defense Attache)	1	NF
Denmark (except as indicated) Defense Attache	NA	
Greenland		
Dominican Republic (except Defense Attache)	1	

Table 4-3
Category of travel—Continued

If soldier is being assigned to	and category of travel is (see notes)	then forward DA Form 4787 and enclosures to
Defense Attache Ecuador (except Defense Attache) Defense Attache		
Egypt (except Sinai)	2	Commander, gaining unit
Sinai	NA	NF
Defense Attache	1	
El Salvador (except Def Attache)	NA	
Defense Attache	1	
San Salvador	NA	
Finland (Defense Attache) France (except Defense Attache) Defense Attache	1	
Germany (as indicated below) USEUCOM units and activities USAREUR & 7A units and activities Other units	2	Cdr, USEUCOM, ATTN: ECJ1-PA, APO NY 09128 Cdr, 1st PERSCOM, ATTN: AEUPE-PSSD-PMD, APO NY 09081
Key Personnel (GO, COL LTC(P), CW4, CW3(P), Student Detachment USMA, SGM MSG(P) Defense Attache Gibraltar	1	NF
Greece (except as indicated) Parnis and Patras Crete (except as indicated) Thessaloniki	2	Cdr, US Army Element, AFSOUTH, ATTN: ACAS-AGP, APO NY 09524
Souda Bay Other locations	NA	NF
Defense Attache Guam Guatemala (except Def Attache) Defense Attache Haiti (Defense Attache) Hawaii (except as indicated) SSG and above	1	
SGT and below Kauai and DMC Kilauea Pohakuloa Training Area	2	Cdr, US Army WESTCOM, ATTN: APAG-PA, Fort Shafter, HQ 96858-5100
Honduras (except Def Attache) Defense Attache Diplomatic Officers Hong Kong (except Def Attache) Defense Attache	1	NF
Hungary (Defense Attache)	1	NF
Iceland (except as indicated)	2	Commander, gaining unit
Defense Attache	1	NF
Indonesia (except Def Attache)	2	Commander, gaining unit
Defense Attache	1	NF
Ireland (Defense Attache) Israel (except Defense Attache) Defense Attache		
Italy (except as indicated) Gheddi, Martina, Franca, Mt. Corna, Mt. Venda, Rimini Mt. Vergine Sardina (as indicated) La Maddalena Decimomannu Air Base Sicily (as indicated)	2	Cdr, US Army Southern European Task Force, ATTN: AESE-AGPA, APO NY 09168

Table 4-3
Category of travel—Continued

If soldier is being assigned to	and category of travel is (see notes)	then forward DA Form 4787 and enclosures to
Sigonella Comiso		
Mt. Nardelo, Mt. Paganella, Piano di Cors	NA	NF
Defense Attache Ivory Coast (Defense Attache)	1	
Jamaica (except Defense Attache)	2	Commander, gaining unit
Defense Attache	1	NA
Japan (except as indicated)	2	Cdr, US Army Japan/IX Corps, ATTN: AG, APO SF 96343
Key Personnel (GO, COL, CW4, SGM) Defense Attache	1	NF
Azizuki Kure Johnston Island	NA	
Jordan (except as indicated) Amman	2	Commander, gaining unit
Defense Attache	1	NF
Kenya (as indicated) Nairobi Mombasa	2	Commander, gaining unit
Korea	NA	NF
Travel code of "M"	1	
Travel code of "N"	2	Cdr, 8th PERSCOM, ATTN: EAPC-M, APO SF 96301
Travel code of "Q"	NA	NF
Korea Camp Carroll, Camp Humphreys, Camp Market, Camp Red Cloud, Camp Walker, Chinhae, Hialeah, K-2 AB, Kimhae, Osan AB Pusan, Pyongtaek, Seoul, Taegu, Yongsan	1	
Defense Attache Kuwait Lebanon (Defense Attache) Liberia (except Defense Attache) Defense Attache Madagascar (Defense Attache)		
Malaysia (except as indicated) Defense Attache Diplomatic Officers Mexico (except Defense Attache) Defense Attache	1	NF
Midway Island	NA	NF
Morocco (except as indicated) Casablanca	2	Commander, gaining unit
Errachidia	NA	NF
Defense Attache Nepal (Defense Attache) Netherlands (except below) Aruba Defense Attache New Zealand (except Def Attache) Defense Attache Nigeria (Defense Attache) Norway (except Defense Attache) Defense Attache	1	
Okinawa (except as indicated) MCAS Futema & MCB Butler	2	Cdr, US Army Support Activity—Okinawa, APO SF 96331
Isolated Areas (Kuma Shima)	NA	NF

Table 4-3
Category of travel—Continued

If soldier is being assigned to	and category of travel is (see notes)	then forward DA Form 4787 and enclosures to
Key Personnel (GO, COL, CW4, SGM)	1	
Oman (except Defense Attache)	2	Commander, gaining unit
Defense Attache	1	NF
Panama (except as indicated) Galeta Island	2	Cdr, 193d Inf Brigade, ATTN: AFZU-AG-PMM (enlisted) or AFZU-AG-O (officer), APO Miami 34004
Defense Attache Paraguay (except Def Attache) Defense Attache Peru (except as indicated) Lima MAAG—Enlisted Defense Attache	1	NF
Philippines (except below)	2	Cdr, US Army Support Element, Philippines, APO SF 96528
Gosar City, Wallace AS	NA	NF
Defense Attache Poland (Defense Attache) Portugal (except as indicated) Azores Defense Attache	1	
Puerto Rico (except below) Ponce (Fort Allen) & Isabela	2	Deputy Installation Cdr ATTN: AFZK-B-DI-T, Fort Buchanan, PR 00934
Viequest Island	NA	NF
Romania (Defense Attache)	1	
Saudi Arabia (except below)	2	Cdr, US Army Communications Command, Saudi Arabia, APO NY 09616
Defense Attache	1	NF
Senegal (Defense Attache) Seychelles (as indicated) Mahe Islands Singapore (except Def Attache) Defense Attache South Africa (Defense Attache)	1	NF
Spain (except as indicated) Alcoy, Constantina, Elizondo, Rosas, Villatobas El Ferrol Sonseca Spain (as indicated) Moran AB	2	Commander, gaining unit
Santiago Balearic Islands & Gorremandi Aadmuz, Ciudad Real, Estaca DeVares	NA	NF
Defense Attache Sri Lanka (Defense Attache) Diplomatic Officers	1	
Sudan (except Defense Attache)	2	Commander, gaining unit
Defense Attache Suriname (Defense Attache) Sweden (Defense Attache) Switzerland (Defense Attache) Syria (Defense Attache)	1	NF
Thailand (except as indicated) Chiang Mai	2	Cdr, US Military Assistance Command, Thailand, APO SF 96346
Defense Attache Diplomatic Officers	1	NF
Tunisia (except Defense Attache)	2	Commander, gaining unit
Defense Attache	1	NF

Table 4-3
Category of travel—Continued

If soldier is being assigned to	and category of travel is (see notes)	then forward DA Form 4787 and enclosures to
Turkey (except as indicated) Elmadag, Karatas, Malatya	2	Cdr, 1st PERSCOM, ATTN: AEUPE-PSSD-PMD APO NY 09081
Balikesir, Cakmakli, Corlu, Erhac, Eskisehir, Erzururum, Istanbul, Izmit, Murted, Oratakoy, Pirincli, Sahihtepe, Sinop, Ymurtalik	NA	NF
Defense Attache Diplomatic Officers	1 1	
United Arab Emirates United Kingdom (except below) RAF Flyingdales	2	Commander, gaining unit Cdr, 1st PERSCOM, ATTN: AEUPE-PSSD-PMD, APO NY 09081
Defense Attache	1	NF
Upper Volta	2	Commander, gaining unit
Uruguay (except Defense Attache) Defense Attache USSR (Defense Attache) U.S. Trust Territory of the Pacific (as indicated)	1	NF
Northern Marianas Saipan Marshall Islands Kwajeleln Atoll	2	Commander, gaining unit
Enewetak Atoll	NA	NF
Venezuela (except Def Attache) Defense Attache	1	
Virgin Islands	2	Commander, Virgin Island National Guard, PSC, P.O. Box 1150, St Croix, VI 00820
Wake Island	NA	NF
West Indies (as indicated) Antigua & Barbados Anguilla	2	Commander, gaining unit
St Lucia	NA	NF
Yugoslavia (except Def Attache) Defense Attache Diplomatic Officers	1	
Zaire (as indicated) Bukava, Kinshasa, Lubumbashi	2	Commander, gaining unit
Defense Attache	1	NF

Notes:

Category:

1. Indicates that automatic concurrent travel can be authorized by losing installation (except for soldiers with Exceptional Family Members).
2. Indicates that DA Form 4787 must be sent to oversea commander for approval. NA indicates that family travel is not authorized. NF verifies that no DA Form 4787 is to be sent.

Chapter 5

Departure Document Processing

Section I

Policies

5-1. OCONUS leave (leave enroute)

Soldiers desiring to take OCONUS leave or outside the territory or foreign country of current assignment must obtain approval (see AR 630-5).

5-2. Travel orders

Soldiers and family members must be issued travel orders prior to the commencement of travel (JTR, para U2100).

Section II

Task: Process Request for OCONUS leave (leave enroute)

5-3. Rules for processing request for OCONUS leave (leave enroute)

a. MACOM will designate a single manager to exercise staff supervision over the travel clearance function. The manager will provide assistance to subordinate commands concerning travel clearance requirements and considerations.

b. Installation and Division commanders, and organizations with

a GO, will designate a single manager for accomplishing travel clearance requirements. Further delegation of the authority is prohibited.

c. Travel clearance managers may be designated as the leave approving authority in instances other than those provided in rules *e* and *f* below.

d. Requests by GOs for OCONUS leave will be submitted telephonically or by message to DA for approval. Requests by GOs stationed overseas may be approved by their major overseas commander.

e. The Assistant Secretary of Defense/International Security (ASD/ISA) is the final approval authority when soldiers request to enter a country where no diplomatic relations exist between the United States and the intended country of visit. Send messages to ASD WASH DC//USDP//.

f. If the travel clearance manager is not designated as the leave approving authority, he or she will provide the leave approval authority with applicable information from the U.S. Air Force (USAF) Foreign Clearance Guide (FCG) or from the Department of Treasury.

g. Provisions in the USAF FCG must be considered and compiled prior to granting travel clearance.

h. Soldiers desiring leave OCONUS will submit their requests sufficiently in advance of the desired leave starting date to enable country clearance to be obtained, when required.

i. Blanket authority for an unlimited number of visits to a foreign country will not be granted.

j. Authorization to visit or travel through a foreign country usually will not be granted more than 60 days in advance of the estimated date of departure.

k. Soldiers traveling in or through high threat areas will be briefed on the threat and informed of the provisions.

l. If the purpose for the visit to a foreign country is marriage, soldier must comply with AR 600–240 and AR 608–61 before a request for leave can be approved.

m. Request for leave OCONUS will be prepared on DA Form 4187 (except for rules *e* and *f* above) and will contain the following information:

- (1) Name, grade, social security number, date and place of birth, organization, and station.
- (2) Countries to be visited.
- (3) Contemplated date, point, and means of entry.
- (4) Purpose of visit and length of stay.
- (5) Contact address and telephone number (if known) in the country to be visited.
- (6) Contemplated date, point, and means of departure from the country.
- (7) Travel clearance information as specified in USAF FCG.
- (8) Any other information that could impact on the final decision.

n. When leave to a foreign country is approved, the DA Form 31 will contain specific countries to be visited or traveled through while on leave.

o. The approved DA Form 31 will contain or be accompanied by written instructions to the soldier which covers entry and exit requirements imposed by the U.S. Department of State, Department of Treasury, and foreign governments.

p. Soldiers will be advised of the following:

- (1) That they are required to have DD Form 2A (Armed Forces Identification Card) and INDIVIDUAL copy of DA Form 31 in their possession at all times.
- (2) That they are subject to the laws of each country while on leave within its boundaries.
- (3) Passport and visa requirements (see AR 600–290 and USAF FCG).
- (4) Reporting requirements specified in the USAF FCG.
- (5) Immunization requirements specified in the USAF FCG.
- (6) Other pertinent information contained in the USAF FCG (for example, wearing of civilian clothing and uniforms).

q. Soldiers taking leave OCONUS are responsible for making

their own travel arrangements to those countries they will be visiting in a leave status.

r. Soldiers must comply with port call procedures outlined in AR 55–28 when they have been alerted for overseas movement and OCONUS leave enroute is desired.

5–4. Steps for processing request for OCONUS leave

The steps required for processing request for OCONUS leave are shown in table 5–1.

Table 5–1
Processing Request for OCONUS leave

Step	Work center	Required action
1	SDLR	Inform unit of desire to request OCONUS leave.
2	UNIT	Assist soldier to prepare DA Form 31 (rule <i>o</i>).
3	UNIT	Forward DA Form 31 to BNS1.
4	UNIT	Direct BNS1 to prepare DA Form 4187 requesting OCONUS leave.
5	BNS1	Prepare DA Form 4187 (include complete information specified in rule <i>n</i>) and attach DA Form 31.
6	BNS1	Forward request (and DA Form 31) to travel clearance manager (rules <i>c</i> and <i>d</i>).
7	PPAA	Screen request for leave against requirements contained in the USAF FCG.
8	PPAA	Comply with travel clearance requirements. (Obtain appropriate travel clearance when required.)
9	PPAA	Forward request with appropriate travel clearance to leave approval authority.
10	PPAA	Evaluate request for administrative sufficiency and compliance with the USAF FCG.
11	PPAA	Approve or disapprove request.
12	PPAA	If approved, brief soldier (rules <i>l</i> and <i>q</i>) and annotate DA Form 31 (rule <i>o</i>).
13	PPAA	Provide soldier with written instructions which cover entrance and exit requirements (rule <i>p</i>).
14	PPAA	If disapproved, inform soldier of reasons.
15	PPAA	Forward approved request to BNS1.
16	BNS1	Post leave control log.
17	BNS1	Post control number or other annotation to DA Form 31.
18	BNS1	Forward approval request through unit to soldier.
19	BNS1	Provide copy of request to the Personnel Reassignments Work Center.
20	PRSG	File copy of request in soldier's reassignment file.

Section III

Task: Prepare Permanent Change of Station (PCS) Orders

5–5. Rules for preparing PCS orders

a. Orders should be published approximately 90–120 calendar days before the soldier's anticipated date of departure.

b. Orders should be published only if all information for the assignment is available (for example, receipt of family members travel decision and pinpoint AI).

c. If soldier desires the "all others" tour, if soldier's request for concurrent travel is disapproved, or if soldier has no dependents, the authorization to ship household goods or POV to an overseas area is limited (see AR 55–71).

d. All soldier entitlements will be verified. An unauthorized entitlement contained in an order can cause a serious financial hardship on the soldier when he or she may have to reimburse the Government for an unauthorized shipment of household goods or POV.

e. PCS orders will be prepared according to AR 310–10.

f. If soldier is authorized TDY schooling in conjunction with PCS and selects TDY options 1, 2, or 3, use order format 410 or 414 (AR 310–10). DD Form 1610 will be used (AR 310–10).

g. If soldier is authorized TDY schooling in conjunction with

PCS and selects TDY option 4, use order format 412 or 416 (AR 310–10). DD Form 1610 will be used.

5–6. Steps for preparing PCS orders

The steps required for preparing PCS orders are shown in table 5–2.

Table 5–2
Preparing PCS orders

Step	Work center	Required action
1	PRSG	Prepare PCS orders (and DD Form 1610 if soldier is going TDY in conjunction with PCS) in format prescribed in AR 310–10.
2	PRSG	Annotate additional instructions on PCS order according to steps 3 through 9 below.
3	PRSG	Use duty station in “Assigned to” lead line when AI include “duty station”.
4	PRSG	Include entitlements after the “Additional instructions” lead line (as determined by JFTR and AR 310–10, app B).
5	PRSG	Include homebase or advance assignment in additional instructions (see AR 310–10, app B).
6	PRSG	Include data in additional instructions for each family member with approved concurrent travel as follows: Last name (if different from soldier), first name, and middle initial; date of birth (except spouse); relationship to soldier.
7	PRSG	Annotate correct movement designator code (MDC) on orders (see AR 310–10, chap 5).
8	PRSG	Annotate soldier’s complete (9 position) MOS code in response to “PMOS or SSI” lead line.
9	PRSG	Determine correct customer identification code (CIC) from AR 37–26 and annotate on orders.
10	PRSG	Distribute orders according to AR 310–10. In addition make the following distribution; two copies to: Finance and Accounting Office (to be forwarded by MPD or PSC transmittal letter); one copy (each) to: Education office, Medical Treatment Facility, Dental Treatment Facility, Housing Office, Transportation Office, Provost Marshal, Skill Qualification Test (SQT) Clerk, Evaluation Report Clerk, Promotions Clerk, Personnel Records Clerk, Outprocessing Clerk, soldier’s reassignment file.
11	PRSG	File a copy of order in soldier’s reassignment file.
12	PINF	Receive copy of order.
13	PINF	File copy of order in the action pending section of soldier’s MPRJ.
14	BNS1	Ensure UNIT receives order in a timely manner.
15	UNIT	Ensure soldier receives order in a timely manner.
16	SDLR	Comply with orders.

Section IV

Task: Prepare Family Travel Orders (Concurrent and Deferred Travel)

5–7. Rules for preparing family travel orders (concurrent and deferred travel)

a. The Personnel Reassignments Work Center will use separate travel authorization for family members only when they are not included in the PCS orders of sponsor.

b. Concurrent travel authorization is valid for 60 days after date sponsor traveled.

c. Deferred travel authorization is valid for 140 days after date sponsor traveled.

5–8. Steps for preparing family travel orders (concurrent and deferred travel)

The steps required for preparing family travel orders (concurrent and deferred travel are shown in table 5–3.

Table 5–3
Preparing family travel orders (concurrent and deferred travel)

Step	Work center	Required action
1	PRSG	Prepare figure 5–1.
2	PRSG	Extract MDC and CIC from sponsor’s PCS order and annotate to travel order of family members (see fig 5–1, note 7).
3	PRSG	Distribute order as follows: Twenty copies to each family. Five copies to Order Issuing Agency. One copy to Personnel Records clerk. One copy to soldier’s reassignment file.
4	PRSG	File one copy in soldier’s reassignment file.
5	PINF	Receive copy of orders.
6	PINF	File copy of orders in the action pending section of soldier’s MPRJ.
7	BNS1	Ensure UNIT receives order in a timely manner.
8	UNIT	Ensure family receives order in a timely manner.

Section V

Task: Prepare Family Travel Authorization (Nonconcurrent Travel)

5–9. Rules for preparing family travel authorization (nonconcurrent travel)

a. If a soldier, who elects to serve a “with dependents” tour, travels to an overseas area and obtains housing, he or she must apply for noncurrent travel of family members.

b. The request for noncurrent travel of family members will be sent to the FTAA in overseas command for action.

c. The FTAA in the overseas command will be the PERSCOM (or its equivalent).

d. If request for nonconcurrent travel of family members is approved, the FTAA will prepare figure 5–2.

e. The FTAA will use the Directory of Installations Responsible for Unaccompanied Dependent Travel (AR 55–46, app D) to determine the Army installation responsible for servicing the county where the sponsor’s family is physically located in CONUS.

f. Figure 5–2 will be transmitted from the overseas command to the Army installation servicing the county where the sponsor’s family is physically located in CONUS.

g. The Army installation servicing the county where the sponsor’s family is physically located has the sole responsibility for processing figure 5–2.

h. The sponsor’s losing CONUS installation will be an information addressee on figure 5–2.

i. Figure 5–2 will serve as the travel order. It is the authority to issue port call instructions, ship household goods, unaccompanied baggage, or POV, and release passports to family members (provided those instructions are contained in the completed fig 5–2).

j. Figure 5–2 is valid for 120 days from the date of the message from the overseas command.

5–10. Steps for preparing family travel authorization (nonconcurrent travel)

The steps required for preparing family travel authorization (nonconcurrent travel) are shown in table 5–4.

Table 5–4
Preparing Family travel authorization (noncurrent travel)

Step	Work center	Required action
1	SDLR	Inform unit of desire to apply for nonconcurrent travel of family members.

Table 5-4
Preparing Family travel authorization (noncurrent
travel)—Continued

Step	Work center	Required action
2	UNIT	Verify that the soldier has obtained housing for family in oversea area.
3	UNIT	If soldier has not obtained housing, inform soldier of that requirement.
4	UNIT	If soldier has obtained housing, direct BNS1 to prepare request for completion of figure 5-2.
5	BNS1	Prepare request for completion figure 5-2.
6	BNS1	Forward request for figure 5-2 to Personnel Reassignments Work Center.
7	PRSG	Ensure soldier is serving on a "with dependents" tour and will have at least 12 months remaining on tour upon requested arrival date of family members in the oversea command.
8	PRSG	If soldier does not meet criteria listed in step 7 above, disapprove request.
9	PRSG	If disapproved, inform BNS1 of reason.
10	PRSG	If soldier meets criteria listed in step 7 above, prepare forwarding endorsement.
11	PRSG	Forward request and forwarding endorsement to the PERSCOM of the oversea command (rule <i>c</i>) (see addresses in AR 680-29, app E).
12	FTAA	Receive request and endorsement.
13	FTAA	Review request for administrative sufficiency.
14	FTAA	Use AR 55-46, appendix D to determine the Army installation responsible for servicing the county where the sponsor's family is physically located in CONUS (rule <i>e</i>).
15	FTAA	Prepare figure 5-2.
16	FTAA	Transmit completed figure 5-2 to Personnel Reassignments Work Center of servicing CONUS installation (rule <i>f</i>).
17	PRSG	Receive figure 5-2 from oversea command.
18	PRSG	Contact the family members listed on figure 5-2.
19	PRSG	Verify the information contained on figure 5-2.
20	PRSG	If major error is found that affects travel entitlements, send message to oversea command to request a corrected copy of figure 5-2.
21	PRSG	If minor error is found that does not affect travel entitlements, endorse figure 5-2 to correct the error.
22	PRSG	Once figure 5-2 has been corrected (if necessary), reproduce a sufficient number of copies of authorization to satisfy the local needs.
23	PRSG	Distribute copies of figure 5-2 to family members.
24	PRSG	Advise family members to take copies of figure 5-2 to Transportation Office to arrange for port call, shipment of personal belongings, shipment of POV, and so forth.
25	PRSG	Authorize release of passports to family members.

(Letterhead)

(Office Symbol)

(Date)

MEMORANDUM FOR (SEE DISTRIBUTION)

SUBJECT: Authorization for Travel at Government Expense (Authorization No: (number) (note 1)).

1. The following family members of (sponsor's rank or grade, name, SSN) are authorized to travel at Government expense to (destination). (See note 6.)

<u>Name and relationship to sponsor</u>	<u>Birth date of children</u>	<u>Travel origin (city and state address)</u>
---	-----------------------------------	---

2. The purpose of travel is (note 2). The authority for travel is (note 2). The cost of travel is chargeable to (accounting classification or movement designator code and customer identification code). (See note 7.) Availability date is on or about (date).

3. The sponsor's (permanent change of station/separation/retirement) order is (order number, issuing headquarters, date of order) and (reporting date/effective date of separation/effective date of retirement).

4. Travel by (Government procured/commercial transportation) is authorized. If travel by commercial means is elected, only U.S. Flag carriers may be used.

5. Shipment of household goods (is) (is not) authorized from (location). (See note 3.)

6. Shipment of POV (is) (is not) authorized. (See note 4.)

7. Your accompanied baggage is limited to two bags for each passenger. Each bag may not exceed 62 linear inches (the sum of width plus length plus height) nor may a single piece exceed 70 lbs. A third bag not to exceed 45 linear inches may be handcarried aboard the aircraft, but must fit under the seat.

8. You must have a valid passport, with visa (if required), to travel to a foreign country. A current immunization record (PHS Form 731, International Certification of Vaccination) is also necessary. (See note 5.)

(AUTHORITY LINE)

(Signature Block of Chief,
Rearrangement)

DISTRIBUTION:
20 - Each family
15 - Order Issuing Agency

Figure 5-1. Sample order format for authorization for travel at government expense

Notes:

1. The issuing agency may number this authorization for internal control purposes.

2. Variable information that must be entered in paragraph 2 of travel authorization:

If traveler is—	and purpose of travel is—	then authority for travel is—	remarks
Family member with approved concurrent, deferred, or nonconcurrent travel	to join sponsor at new duty station	JFTR, para U5203	see note 6
Family member of sponsor who was separated from the service in the overseas area within 1 year	to return to home of record or place entered on active duty from the overseas area last transported at Government expense	JFTR, para U5225-A	see note 6
Family member of retiree who was retired from the service in overseas area within 1 year	to establish residence after retirement	JFTR, para U5230	see note 6
Family member with disapproved travel or when travel to sponsor's overseas area is not authorized	to travel to a designated location	JFTR, para U5222	see note 6
Family member with approved advance return of dependents from overseas area (official situation)	to travel to a designated location	JFTR, para U5240-B or C	delete para 3 of travel authorization (see note 6)
Family member with approved advance return of dependents from overseas area (personal situation)	to travel to a designated location	JFTR, para U5240-D	delete para 3 of travel authorization (see note 6)
Family member with approved travel from overseas area incident to divorce or annulment	to travel to a designated location	JFTR, para U5240-E	delete para 3 of travel authorization if sponsor is not in receipt of PCS orders
Family member with approved travel from overseas area incident to death, injury, illness of sponsor or when sponsor is missing for more than 29 days	to travel to a designated location	JFTR, para U5241-A	delete para 3 of travel authorization and add "deceased" or "missing" after the sponsor's name in para 1.

3. Fiscal year determination is as follows:

a. The movement designator code (MDC) is the key to the PCS accounting system. It is essential that the correct MDC be assigned to the family travel authorization so that the appropriate fiscal year is charged for the expenditures incurred for the movement of family members. The Army is accountable to Congress for both the number of PCS moves and the resulting costs for each fiscal year appropriation. The budget constraints placed upon the PCS account each year make it imperative that the greatest degree of accuracy be exercised by all concerned.

b. When family members travel in a different fiscal year than their sponsor, the family travel will be charged to the fiscal year as indicated below—

(1) Family members, who elect to return early from an overseas area after sponsor has received assignment instructions and orders citing a movement designator code (MDC), will initially have their travel charged to the current fiscal year. If sponsor subsequently travels in a different fiscal year, then family travel must be adjusted to reflect the fiscal year shown in the MDC of the sponsor's order (AR 310-10). To facilitate this, the MDC placed on the family member's authorization will be the same as that of the sponsor's orders.

(2) Family members, who return early from an overseas area at the convenience of the Government before sponsor has received assignment instructions will have their travel charged to the current fiscal year (AR 310-10). Family travel will not be adjusted to reflect another fiscal year even if the sponsor subsequently travels in a different fiscal year.

(3) Family members, who travel on deferred travel after their sponsor, will have their travel charged to the same MDC that appears on the sponsor's order regardless of when the family travel occurs.

4. Indicate whether a household goods weight limitation applies and the limitation, if imposed.

5. If POV shipment is authorized, this statement will be added: "Only one POV per family will be shipped during a PCS."

6. If family members of active duty military personnel are traveling overseas, this statement will be added: "You must ensure that your DD Form 1173 (Uniformed Services Identification and Privilege Card) is current before traveling overseas."

7. This travel authorization will be issued by the installation servicing the county where the family members are physically located.

Figure 5-1. Sample order format for authorization for travel at government expense—Continued

UNCLASSIFIED

01 02 161356Z APR 89 RR RR UUUU

COMMAND GRANTING AUTHORIZATION//OFFICE SYMBOL//
CDR OF SERVICING INSTALLATION (SEE APPENDIX U)
INFO SPONSOR'S UNIT ADDRESS
FAMILY'S ADDRESS (SEE AR 105-31 FOR GUIDANCE)

UNCLAS

SUBJ: TRAVEL AUTHORIZATION FOR FAMILY OF (SPONSOR'S NAME)

A. AR 600-8-11 (REASSIGNMENT).

FOR FAMILY MEMBERS ONLY:

DO NOT ARRANGE FOR SHIPMENT OF HOUSEHOLD GOODS OR TRAVEL
UNTIL CONTACTED BY THE ARMY INSTALLATION LISTED IN "TO"
ADDRESS OF THIS MESSAGE.

1. THIS IS TRAVEL AUTHORIZATION NUMBER: (NUMBER).
2. SPACE REQUIRED TRAVEL AUTHORIZED. FAMILY HAS OPTION TO TRAVEL
COMMERCIALY (US FLAG CARRIER) ON A REIMBURSEABLE BASIS OR MILITARY
AIRLIFT COMMAND (MAC). REIMBURSEMENT IS LIMITED TO COST OF TICKET OR
MAC RATE, WHICHEVER IS LESS.
3. FAMILY MEMBERS: NAME OF FAMILY MEMBER(S); RELATIONSHIP TO
SPONSOR; DATE OF BIRTH.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

UNCLASSIFIED

161356Z APR 89

Figure 5-2. Sample nonconcurrent family travel authorization

UNCLASSIFIED

02 02

RR RR UUUU

4. FAMILY RESIDES: (COMPLETE MAILING ADDRESS AND PHONE NUMBER).
5. SOLDIER ASSIGNED: (COMPLETE UNIT ADDRESS).
6. EFFECTIVE DATE OF TRAVEL AUTHORIZATION: (EFFECTIVE DATE).
7. PASSPORTS ARE TO BE RELEASED FROM: (NAME OF INSTALLATION WHERE PASSPORTS FOR FAMILY MEMBERS WERE PROCESSED).
8. FAMILY TRAVEL AND SHIPMENT OF UNACCOMPANIED BAGGAGE AUTHORIZED FROM: (NAME OF LAST DUTY STATION OR AUTHORIZED DESIGNATED LOCATION).
9. CONFIRM FAMILY TRAVEL DATE AND NOTIFY SOLDIER, USING THE ADDRESS IN PARAGRAPH 5.
10. SHIPMENT OF HOUSEHOLD GOODS IS AUTHORIZED FROM: (NAME OF LAST DUTY STATION OR AUTHORIZED DESIGNATED LOCATION).
11. SHIPMENT OF POV (IS)(IS NOT) AUTHORIZED.
12. SOLDIER'S ORDER: (PCS ORDER NUMBER, ISSUING HEADQUARTERS, DATE).
13. CIC/MDC: (CIC/MDC FROM SOLDIER'S PCS ORDER).
14. GRADE AT TIME OF PCS: (GRADE FROM SOLDIER'S PCS ORDER).
15. REMARKS: SOLDIER HAS AN APPROVED "WITH DEPENDENTS" TOUR.

UNCLASSIFIED

161356Z APR 89

Figure 5-2. Sample nonconcurrent family travel authorization—Continued

Chapter 6 Unit Deployments

6-1. Definition

a. Unit deployments, for purposes of this regulation, are movements of units from CONUS to an overseas location. Unless otherwise indicated, these are PCS moves.

b. Deployment of units under the Unit Manning System are covered in the AR 600-82 and AR 600-83.

6-2. Policies

a. Assignment conflicts.

(1) When a unit deployment move is in conflict with another official notification to a soldier as indicated below, the soldier will be required to make a choice of assignments within 7 days after notification of conflicting assignment instructions. Commanders will promptly obtain signed statements reflecting this choice and forward them to PERSCOM who will be the final approval authority. This statement will—

(a) Include name, grade, SSN, and PMOS or specialty.

(b) Indicate branch of service for officers.

(c) In the case of a waiver of enlistment commitment, read: "I hereby waive my enlistment choice of . . . which has not yet been fulfilled, in favor of assignment to . . ."

(2) Soldiers with extreme family problems that cannot be resolved prior to unit deployment may request to be deferred or deleted from assignments.

b. *Assignment actions affected by unit deployments.* Soldiers assigned to units alerted for deployment and who have been officially notified of selection for training or other circumstances will respond as indicated below.

(1) Soldiers enrolled at the Senior Service College, Command and General Staff College, Warrant Officers Senior Course, or Sergeants Major Academy normally will attend during the scheduled academic year. Soldiers who request deferment to deploy with their unit will be programmed to attend on return to CONUS. They will be subject to current stabilization constraints in their new station. They are subject to validation of their selection by a HQDA selection board. Requests for deferment should be submitted as soon as possible, but not later than 30 days after the date of deployment notice or 30 days after notification of school attendance.

(2) Soldiers enrolled in civil schooling will be given a choice of staying with the unit or attending the school.

(3) Soldiers enrolled in an advance course will be programmed to attend the advance course on their return to CONUS (except officer aviators selected for branch career course) on a deferred basis.

(4) Initial flight training application will be processed under AR 611-110. Soldiers will not be transferred from present station nor accompany the unit overseas while application is in process.

(5) Soldiers who have exercised a reenlistment option may either accept the option or stay with the unit.

(6) Soldiers who have applied for the Warrant Officer Flight Training Program and have not been disqualified at installation level, will have their application processed under AR 611-85. They will not be moved from the present installation until action is taken on their applications.

(7) Soldiers alerted as fillers for units scheduled for deployment, who—

(a) Are being processed for schools, will be processed as in (1) above.

(b) Have exercised a reenlistment option, will be given a choice of accepting it or joining the deployment unit.

(c) Are eligible to reenlist and are in the trainee, transient, holdee, or student account may only reenlist for Regular Army with no option.

(d) Are eligible to reenlist and are in the tables of organization and equipment (TOE) or TDA units may reenlist for any Regular Army reenlistment option available to them.

(8) Soldiers in deploying units who are absent from their unit

attending a formal course of instruction in TDY status will continue in the school. On completion of the course, soldiers who are POR qualified will deploy with their units or join them at overseas locations, as appropriate.

(9) If otherwise qualified for overseas service, soldiers deploying with a unit must have remaining service eligibility to complete the prescribed overseas tour upon arrival in the overseas command.

(10) Soldiers in units which have been alerted for deployment and who have PERSCOM AI to commands other than the one to which assigned, and who—

(a) Meet the criteria set forth in this chapter normally will deploy with their unit unless otherwise directed by the appropriate PERSCOM assignment authority. Exceptions are when accompanying the unit would cause personal hardship, as determined by PERSCOM or the AI directs the soldier to a higher priority position as determined by PERSCOM. Requests for deletion will be made under table 2-1.

(b) Do not meet the criteria for the country to which the unit is alerted for deployment will comply with their individual overseas orders.

(11) Unless otherwise directed by PERSCOM, soldiers assigned to units that are scheduled for deployment who have previously received AI to the same country will deploy with their units. Requests for deletion will be made under table 2-1.

(12) Commanders will advise PERSCOM of soldiers whose AI are changed as a result of actions prescribed in this paragraph. Commanders desiring to change AI of officers will send the request to PERSCOM.

(13) To inform soldiers of the restrictions under which a unit will deploy to short-tour unaccompanied areas, PERSCOM orders and AI will contain the following additional instructions: "Provisions of AR 600-8-11, paragraph 6-2b will apply." Field commanders will either endorse PERSCOM orders under AR 310-10, paragraph 1-20, as necessary, or issue orders to include the restrictive clauses contained below.

(14) Orders assigning soldiers to units that are scheduled for deployment to restricted areas within 90 days of the soldier's reporting date at the new station will contain a restrictive statement as follows: "You are scheduled for a further move to a dependent restricted area overseas. You are authorized movement of your family members and shipment of household goods at Government expense to a designated location. You are not authorized movement of your dependents and household goods to vicinity of new intermediate duty station." Individual orders will not be classified because of this statement. Authority for movement of family members who a designated location is in JFTR, paragraph U5222.

(15) Soldiers assigned to units that are scheduled for deployment to an overseas area where movement of family members is restricted will be counseled and permitted to select one of the following options between 91 and 180 days of the soldier's reporting date to the new station.

(a) Family members may accompany their sponsor to the new intermediate duty station on normal PCS and subsequently move from the new intermediate duty station to a designated location when the advance movements directive is published. Authority for movement of family members from the new intermediate duty station to a designated location is in JFTR, paragraph U5240.

(b) Dependents may be moved directly to a designated location under JFTR, paragraph U5240. Orders assigning personnel who elect this option will contain the restrictive statement in paragraph 6-2b.

(16) Soldiers assigned to units that are scheduled for deployment to an overseas area where movement of family members is restricted will be authorized to move family members to the new intermediate station on normal PCS, if subsequent deployment to the overseas station is not scheduled for at least 180 days after arrival at the intermediate station. Movement of family members from new station to designated location is authorized subsequent to receipt of advance movement directive by JFTR, paragraph U5240.

(17) Upon receipt of HQDA advance movement directive,

marked "FOR OFFICIAL USE ONLY," the commander may inform soldiers in their units that the unit is scheduled for early deployment to an overseas area where movement of family members is restricted. Local installation commanders may issue unit movement orders to authorize movement of family members of assigned deploying soldiers to a designated location under the JFTR. The orders will be marked "FOR OFFICIAL USE ONLY."

(18) Orders assigning soldiers to units that are scheduled for deployment to long tour areas within 90 days of the soldier's reporting date at the new station contain the following restrictive statement: "You are scheduled for a further move to an area overseas. You are not authorized movement of your family members and shipment of household goods at Government expense from your current station until receipt of unit movement orders. Upon receipt of movement orders, procedures of AR 600-8-11 and AR 55-6 apply for transportation of family members and household goods."

(19) Soldiers may move dependents to the deployment station on normal PCS if—

(a) The unit is scheduled for deployment to a long-tour overseas area.

(b) The unit deployment will be 90 days or more after the soldier's reporting date to the deployment station.

(c) The PCS does not conflict with AR 614-200 of the JFTR.

(20) When possible, to avoid undue hardship, commanders will permit retention of Government housing at the losing installation until family travel status can be determined. Slippage in scheduled deployment dates will not be a basis for changing a soldier's status with regard to policies stated in paragraph 6-2b.

(21) Soldiers deploying with a unit will be processed under AR 220-10 and this regulation.

Chapter 7 Managing Reassignment Actions in SIDPERS

Section I

Task: Submit Anticipated Date of Loss ("DLOS") Transaction

7-1. Rules for submitting DLOS transaction

a. The SIDPERS "DLOS" transaction will be submitted for each soldier in receipt of AI.

b. A "DLOS" transaction must be submitted—

(1) To report an anticipated date of loss to the SAIF (SIDPERS Assignment Instruction File), SPF (SIDPERS Personnel File) and HQDA.

(2) To notify HQDA that a deferment is being requested or has been approved and post to SAIF.

(3) To notify HQDA that a deletion is being requested or has been approved and post to SAIF.

(4) To change a previously reported anticipated date of loss to the SAIF, SPF and HQDA.

(5) To cancel a previously reported anticipated date of loss to the SAIF, SPF and HQDA.

c. The DLOS must be determined after interviewing the soldier.

d. The following rules will be used in establishing reporting dates and the DLOS:

(1) For CONUS TO OCONUS and CONUS to CONUS reassignments, the reporting date will be a date during the requirement month (arrival date) shown on the T01 for enlisted soldiers or the reporting date shown in the AI (RFO) for officers. The DLOS will be established by subtracting leave, travel, time, and TDY enroute from the reporting date.

(2) For OCONUS to CONUS and OCONUS to OCONUS reassignments, the DLOS will be the soldier's DEROS date. The reporting date will be established by adding leave, travel time and TDY enroute to the DEROS. Using this method will, in many cases, result in a reporting date that is earlier than the requirement month (arrival date) or reporting date shown in the AI. In these cases early

reporting is authorized. For soldiers being curtailed in conjunction with being reassigned, the reporting date and DLOS (adjusted DEROS) will be established following the rules in paragraph (1) above, unless a specific adjusted DEROS is directed.

e. A DA Pass Record (Type Transaction "DL"—Anticipated Date of Loss or "DD"—Request for Deferment of Deletion) will be used to report a DLOS during WARTIME.

7-2. Steps for submitting DLOS transaction during Peacetime or Mobilization

The steps required for submitting "DLOS" transaction are shown in table 7-1.

Table 7-1
Submitting "DLOS" transaction

Step	Work center	Required action
1	PRSG	Verify soldier's anticipated date of loss.
2	PRSG	When using a computer terminal, follow normal log-on procedures. Select the SIDPERS input program and locate the "DLOS" transaction mnemonic on the Anticipated Date of Loss "DLOS" Transaction Screen Format (fig 7-1).
3	PRSG	Determine the type of "DLOS" transaction to be submitted. To report an anticipated date of loss to the SAIF, SPF and HQDA, enter the anticipated date of loss (YYMMDD) and reason code "XX". To change a previously reported anticipated date of loss to the SAIF, SPF and HQDA, enter the new anticipated date of loss and the reason code "XX". To cancel a previously reported anticipated date of loss to the SAIF, SPF and HQDA, enter six zeros and reason code "XX". To post the SAIF and notify HQDA that a deferment is being requested or has been approved, enter the new anticipated date of loss (YYMMDD), the appropriate deferment reason code from figure 2-11, and the requested new arrival month. To post the SAIF and Notify HQDA that a deletion is being requested or has been approved, enter six zeros and the appropriate deletion reason code from figure 2-11.
4	PRSG	Submit "DLOS" transactions to the Personnel Automation Section (PAS) for processing.

7-3. Steps for submitting the "DLOS" transaction during wartime

The steps required for submitting a "DLOS" transaction are shown in table 7-2.

Table 7-2
Submitting DA Pass Record (losing assignment response) using FREE FORM data entry

Step	Work center	Required action
1	PRSG	Verify soldier's DLOS.
2	PRSG	When using a computer terminal, follow normal log-on procedures. Select the SIDPERS input program and locate the FREE FORM transaction mnemonic screen format (fig 7-2).
3	PRSG	Determine the type of "DLOS" transaction to be submitted. To report a DLOS to the SAIF and HQDA, enter the DLOS (YYMMDD) and reason code "XX". For data entry requirements, see table 7-3, a "DL" Pass Record is used for reporting DLOS to HQDA during wartime. To change a previously reported DLOS to the SAIF and HQDA, enter the new DLOS and the reason code "XX". For data entry requirements, see table 7-3.

Table 7-2
Submitting DA Pass Record (losing assignment response) using
FREE FORM data entry—Continued

Step	Work center	Required action
		To cancel a previously reported DLOS to the SAIF and HQDA, enter six zeros and reason code "XX". For data entry requirements, see table 7-3.
		To post the SAIF and notify HQDA that a deferment is being requested, enter the new DLOS (YYMMDD), the appropriate deferment reason code from table 2-11, and the requested new arrival month. For data entry requirements, see table 7-4. A "DD" Pass Record used to notify HQDA that a deferment or a deletion is being requested during wartime.
		To post the SAIF and notify HQDA that a deletion is being requested, enter six zeros and the appropriate deletion reason code from table 2-11. For data entry requirements, see table 7-4.
4	PRSG	Submit "DLOS" transactions to the PAS for processing.

Table 7-3
A "DL" pass record used for reporting anticipated date of loss
to HQDA during wartime

Item	Data	Positions
1	BLANK	01-02
2	Enter Soldier's Name (8 positions only).	03-10
3	Enter EDAS Cycle Number.	11-12
4	Enter EDAS Cycle Date.	13-18
5	Enter MPC "E".	19
6	Enter Social Security Number (SSN).	20-28
7	Enter Pay Grade (1-9)	29
8	BLANK	30-33
9	Enter Reason Code "XX".	34-35
10	BLANK	36-37
11	Enter EPD Control and Line Number (EPDCL).	38-44
12	Enter Pay Entry Basic Date (YYMM).	45-48
13	Enter Expiration Term of Service (ETS).	49-54
14	BLANK	55
15	Enter Losing Command UPC.	56-60
16	Enter Type Transaction "DL".	61-62
17	Enter Anticipated Date of Loss (YYMMDD).	63-68
18	Enter Sex ("M" or "F")	69
19	Enter Record Identification Group "K".	70
20	Enter Record Identification Number "F".	71
21	Enter Primary MOS (PMOS).	72-76
22	Enter Shipment Control Number	77-78
23	Enter Preparing Activity (PPA).	79-80

Table 7-4
A 'DD' pass record used to notify HQDA that a deferment or a
deletion is being requested during wartime

Item	Data	Positions
1	BLANK	01-02
2	Enter Soldier's Name (8 positions only).	03-10
3	Enter EDAS Cycle Number.	11-12
4	Enter EDAS Cycle Date.	13-18
5	Enter MPC "E".	19
6	Enter Social Security Number (SSN).	20-28
7	Enter Pay Grade (1-9)	29
8	BLANK	30-33
9	Enter Appropriate Deferment or Deletion Reason Code from Appendix L	34-35

Table 7-4
A 'DD' pass record used to notify HQDA that a deferment or a
deletion is being requested during wartime—Continued

Item	Data	Positions
10	Enter Requested New Arrival Month (2 pos) or Leave "BLANK"	if Deletion 36-37
11	Enter EPD Control and Line Number (EPDCL).	38-44
12	Enter Pay Entry Basic Date (YYMM).	45-48
13	Enter Expiration Term of Service (ETS).	49-54
14	BLANK	55
15	Enter Losing Command UPC.	56-60
16	Enter Type Transaction "DD".	61-62
17	Enter Current Date (YYMMDD).	63-68
18	Enter Sex ("M" or "F")	69
19	Enter Record Identification Group "K".	70
20	Enter Record Identification Number "F".	71
21	Enter Primary MOS (PMOS).	72-76
22	Enter Shipment Control Number	77-78
23	Enter Preparing Activity (PPA).	79-80

Section II

Task: Process SIDPERS ACC-T01 Management Report

7-4. Rules for processing SIDPERS AAC-T01 Report

a. The PAS will monitor the Standard Entry/Exit System (SEES) or Communications Center daily to receive EDAS cycles.

b. The PAS will contact the local Director of Information Management(DOIM) for EDAS to report garbled or incomplete AI.

c. The PAS will request tracer to reservice of garbled or incomplete transmission.

d. The PAS will call EDAS for assistance if problem cannot be resolved locally.

e. The PAS will deliver the EDAS transmissions to the appropriate Personnel Reassignments Work Center within 3 calendar days of the EDAS cycle date.

f. The AAC-T01 report (fig 7-3 through 7-10) notifies the Personnel Reassignments Work Center of HQDA directed gains and losses. The notifications are in the form of assignments, cancelled requisitions, and deletion or deferment actions to previous assignments.

g. The AAC-T01 report is prepared in eight parts applicable during peacetime, mobilization, and wartime.

h. The PAS will distribute the AAC-T01 report original to the Personnel Reassignments Work Center.

7-5. Steps for processing SIDPERS AAC-T01 Report

The steps required for processing the SIDPERS AAC-T01 Report are shown in table 7-5.

Table 7-5
Processing SIDPERS AAC-T01 report

Step	Work center	Required action
1	PAUT	Produce or receive the AAC-T01 report upon successful processing of the EDAS cycle.
2	PAUT	Ensure all parts of report are present for each PPA Code, Mail Code, or Report Sequence Code by comparing processed totals of Part II of the AAC-T02 report (see para 7-6f), to each part of AAC-T01 report.
3	PAUT	If peacetime processing, go to step 6. If wartime processing, screen for "ZG" processing notes on Part VI and VII. Continue with step 4.
4	PAUT	Take action required by table 7-6 if "ZG" processing note is found.
5	PAUT	Forward original copy of AAC-T01 report to Personnel Reassignments Work Center.
6	PRSG	Receive AAC-T01 report.

Table 7-5
Processing SIDPERS AAC-T01 report—Continued

Step	Work center	Required action
7	PRSG	Use AAC-T01 report as a notification of HQDA directed gains and losses.

Table 7-6
Processing note codes applicable to EDAS

Processing note Code	Reason	Action
ZA	Discharged	No local action required: a Losing Assignment Response (LAR) will be automatically generated and returned to PERSCOM through AUTODIN.
ZB	Deceased	
ZC	Dropped from Rolls	
ZD	Killed in Action	
ZE	Released to Army National Guard or Army Reserve	
ZF	Retired	"Process IAW AAC-T01 and/or AAC-T02" Tasks
ZG	Reassigned	
ZH	Interservice Transfer	
ZI	Transfer to U.S. Military Academy	No local action required; unit consider the assignment consummated.
MPUD	Losing Assignment (Gaining parent is the same as the SPF UPC-1 parent unit.)	

Table 7-7
Error mnemonics applicable to EDAS

Definitions of abbreviations and terms	
Error mnemonic prefixes	Definition
E	Essential Validity Error—Data element in transaction is invalid and must be corrected before transaction will process.
C	Essential Compatibility Error—Data element in transaction is not compatible with one or more data elements on the SIDPERS file to be updated and the transaction and the file must be brought into agreement before transaction will process.
N	Non-Essential Validity Error—Data element in transaction was invalid but transaction processed. Action must be taken to correct the erroneous data element (normally by separate transaction if required).

Table 7-7
Error mnemonics applicable to EDAS—Continued

Definitions of abbreviations and terms	
Error mnemonic prefixes	Definition
M	Non-Essential Compatibility Error—Data element in transaction was incompatible with data element on file, but transaction processed. Action must be taken to correct the incompatible situation.

Section III

Task: Process SIDPERS AAC-T02 Report (EDAS Audit Sheet)

7-6. Rules for processing SIDPERS AAC-T02 Report

- The PAS will monitor the SEES or Communications Center daily to receive EDAS cycles.
- The PAS will contact the local DOIM or EDAS to report garbled or incomplete AI.
- The PAS will request tracer or reservice of garbled or incomplete transmission.
- The PAS will call EDAS for assistance if problem cannot be resolved locally.
- The PAS will deliver the EDAS transmissions to the appropriate Personnel Reassignments Work Center within 3 calendar days of the EDAS cycle date.
- The AAC-T02 report (table 7-7 and figs 7-11 through 7-15) notify the Personnel Reassignments Work Center of HQDA-directed gains and losses. The notifications are in the form of assignments, cancelled requisitions, and deletion or deferment actions to previous assignments.
- The AAC-T02 report is automatically prepared upon processing the EDAS transmission and is in five parts applicable during peacetime, mobilization, and wartime. Parts I and IV are produced if the EDAS cycles are in a balanced condition. However, Parts I and V will be produced if the EDAS cycles are in an out-of-balance status.
- The PAS distributes the AAC-T02 report to PERSCOM, EDAS Operations Branch (the original copy of Part IV only) and a copy to the Personnel Reassignments Work Center.

7-7. Steps for processing SIDPERS AAC-T02 Report

The steps required for processing the SIDPERS AAC-T02 Report are shown in table 7-8.

Table 7-8
Processing SIDPERS AAC-T02 Report

Step	Work center	Required action
1	PAUT	Ensure the EDAS cycles are not processed out of sequence.
2	PAUT	Check report for balance condition. If out-of balance, continue to step 3. If in a balanced condition, go to step 7.
3	PAUT	If EDAS Audit Sheet shows out-of-balance condition, terminate processing and make corrections.
4	PAUT	Check Essential Format Identification (EFID) section of the Personnel Transaction Register by Unit (AAC-P01) Report to see if missing transactions were in error as EFID. If the missing transactions cannot be traced or found, contact EDAS, PERSCOM, for retransmission.
5	PAUT	Have EFID transactions corrected as shown in table 7-7 and rerun cycle.
6	PAUT	If EFID errors have been corrected or if no EFID errors were found and if Audit Sheet still shows an out-of-balance condition. Call SIDPERS Field Assistance Team.

Table 7-8
Processing SIDPERS AAC-T02 Report—Continued

Step	Work center	Required action
7	PAUT	If EDAS Audit Sheet is in balance, ensure Parts III and IV are present if Part II contains transaction totals for unprocessed.
8	PAUT	Ensure totals of each unit match the unprocessed transactions.
9	PAUT	Review Part IV to identify types of unprocessed transactions.
10	PAUT	If Part IV contains "CAIF" error mnemonic, contact losing unit to determine if soldier has departed when type transaction (T/T) "V" or "W" does not process.
11	PAUT	Annotate gaining unit processing code (UPC) on report if soldier did depart.
12	PAUT	If Part IV contains "CASG" error mnemonic, contact losing unit as specified in the AI to determine if soldier is present for duty when T/T "H", "X" or "Y" does not process.
13	PAUT	If soldier is present for duty, request the servicing Personnel Records Work Center submit format identifier ("FID 'N' " transfer data record ("TDR") and losing unit submit "ARR" SIDPERS transaction to update SPF.
14	PAUT	If soldier was never assigned to installation, take no further action.
15	PAUT	If Part IV contains "CSPF" error mnemonic, take actions specified in steps 10 through 14 above when T/T "V", "W", "X", "L" or "Z" does not process.
16	PAUT	Match "ZG" processing notes from Parts VI or VII of AAC-T01 report to the names listed in Part IV of the AAC-T02 report.
17	PAUT	Line out names appearing in Part IV of AAC-T02 report for whom you have a "ZG" processing note.
18	PAUT	Forward original copy of report to EDAS. Provide a copy to the Personnel Reassignments Work Center.
19	PRSG	Receive AAC-T02 report.
20	PRSG	Use AAC-T02 report to monitor EDAS cycle processing.

Section IV

DA Form 2A Task: Process SIDPERS AAC-P69 Report (PQR-DA Form 2A)

7-8. Rules for processing SIDPERS AAC-P69 Report

- The PAS will monitor the SEES or Communications Center daily to receive EDAS cycles.
- The PAS will contact the local DOIM or EDAS to report garbled or incomplete transmission.
- The PAS will request tracer or reservice of garbled or incomplete transmission.
- The PAS will call EDAS for assistance if problem cannot be resolved locally.
- The PAS will deliver the EDAS transmissions to the appropriate Personnel Reassignments Work Center within three calendar days of the EDAS cycle date.
- The AAC-P69 report (fig 7-16) is automatically produced upon processing EDAS cycles and provides the Personnel Reassignments Work Center with an updated copy of DA Form 2A for each soldier appearing in AAC-T01 report, Parts VI and VII.
- The DA Form 2A will be used by the Personnel Reassignments Work Center to help determine assignment eligibility.
- The AAC-P69 report is applicable during peacetime, mobilization, and wartime.
- The PAS produces or receives the AAC-P69 report and distributes all copies to the Personnel Reassignments work center.

7-9. Steps for processing SIDPERS AAC-P69 Report

The steps required for processing SIDPERS AAC-P69 Report are shown in table 7-9.

Table 7-9
Processing SIDPERS AAC-T69 Report

Step	Work center	Required action
1	PAUT	Produce or receive the AAC-P69 report.
2	PAUT	Spot check DA Form 2A to ensure same sequence as AAC-T01 report, Parts VI and VII.
3	PAUT	Send all copies of DA Form 2A to Personnel Reassignments Work Center with the AAC-T01 report.
4	PRSG	Receive the AAC-P69 report.
5	PRSG	Use DA Form 2A to help determine assignment eligibility of soldiers listed in AAC-T01 report, Parts 6 and 7.

Section V

Task: Process SIDPERS AAC-T05 Report (Assignment Instruction File Transaction)

7-10. Rules for processing SIDPERS AAC-T05 Report

- The PAS will monitor the SEES or Communications Center daily to receive EDAS cycles.
- The PAS will contact the local DOIM or EDAS to report garbled or incomplete transmissions.
- The PAS will request tracer or reservice of garbled or incomplete transmission.
- The PAS will call EDAS for assistance if problem cannot be resolved locally.
- The PAS will deliver the EDAS transmissions to the appropriate Personnel Reassignments Work Center within 3 calendar days of the EDAS cycle date.
- The AAC-T05 report (tables 7-7, 7-9, and fig 7-17) provides the Personnel Reassignments Work Center and the PAS a statement of transactions outside the weekly EDAS cycle that have processed against the SAIF.
- The AAC-T05 report is automatically produced upon input of weekly EDAS cycles and is applicable during peacetime and mobilization.
- The PAS produces or receives the AAC-T05 report and distributes the original (plus copies if requested) to the Personnel Reassignments Work Center.
- The AAC-P11 (Personnel Transaction Register by Originator) report should not be used in place of AAC-T05 report to clear transactions submitted to the PAS for processing. Transactions may appear as "processed" on AAC-P11 report, yet still be "unprocessed" against the SAIF.

7-11. Steps for processing SIDPERS AAC-T05 Report

The steps required for processing SIDPERS AAC-T05 report are shown in table 7-10.

Table 7-10
Processing SIDPERS AAC-T05 Report

Step	Work center	Required action
1	PAUT	Produce or receive the AAC-T05 report.
2	PAUT	Review AAC-T05 report for prescribed sequence.
3	PAUT	Send original copy of AAC-T05 report to Personnel Reassignments Work Center as determined by Mail Code or Report Sequence Code.
4	PRSG	Receive the AAC-T05 report.
5	PRSG	Use AAC-T05 report to monitor transactions submitted to update SAIF.
6	PRSG	Receive unprocessed transactions and resubmit to PAS.

Section VI

Task: Process SIDPERS AAC–TO7 Report (Assignment Instruction File Purge) Current SAIF

7–12. Rules for processing AAC–TO7 Report

- The PAS will monitor the SEES or Communications Center daily to receive EDAS cycles.
- The PAS will contact the local DOIM or EDAS to report garbled or incomplete transmissions.
- The PAS will request tracer or reservice of garbled or incomplete transmission.
- The PAS will call EDAS for assistance if problem cannot be resolved locally.
- The PAS will deliver the EDAS transmissions to the appropriate Personnel Reassignments Work Center within 3 calendar days of the EDAS cycle date.
- The AAC–TO7 report (fig 7–18) provides the Personnel Reassignments Work Center and the PAS a complete up-to-date status of the SAIF.
- The AAC–TO7 report is automatically produced in the last SIDPERS cycle of each month and is applicable during peacetime and mobilization.
- The PAS produces or receives the AAC–TO7 report and distributes the original (plus copies if requested) to the Personnel Reassignments Work Center.

7–13. Steps for processing SIDPERS AAC–TO7 Report

The steps required for processing SIDPERS AAC–TO7 Report are shown in table 7–11.

Table 7–11
Processing SIDPERS AAC–TO7 report

Step	Work center	Required action
1	PAUT	Produce or receive AAC–TO7 report.
2	PAUT	Review AAC–TO7 report for required sequence.
3	PAUT	Send all copies of report to Personnel Reassignments Work Center.
4	PRSG	Receive the AAC–TO7 report.
5	PRSG	Use AAC–TO7 report to review status of requisitions and losing assignments.

Section VII

Task: Process SIDPERS AAC–C64 Report (Enlisted Levy Status Report) Pending Losing Assignments

7–14. Rules for processing SIDPERS AAC–C64 Report

- The PAS will monitor the SEES or Communications Center daily to receive EDAS cycles.
- The PAS will contact the local DOIM or EDAS to report garbled or incomplete transmissions.
- The PAS will request tracer or reservice of garbled or incomplete transmission.
- The PAS will call EDAS for assistance if problem cannot be resolved locally.
- The PAS will deliver the EDAS transmissions to the appropriate Personnel Reassignments Work Center within 3 calendar days of the EDAS cycle date.
- The AAC–C64 report (fig 7–19) provides the Personnel Reassignments Work Center a list of losing assignments that are pending some type of action.
- The AAC–C64 report is applicable during peacetime and mobilization.
- The PAS produces or receives the AAC–C64 report and distributes the original (plus copies if requested) to the Personnel Reassignments Work Center.

7–15. Steps for processing SIDPERS AAC–C64 Report

The steps required for processing SIDPERS AAC–C64 Report are shown in table 7–12.

Table 7–12
Processing SIDPERS AAC–C64 report

Step	Work center	Required action
1	PAUT	Schedule and produce or receive the AAC–C64 report.
2	PAUT	Review report for prescribed sequence.
3	PAUT	Send original copy of report to Personnel Reassignments work center.
4	PAUT	Destroy deletion and deferment tracer cards received with the report.
5	PRSG	Receive AAC–C64 report.
6	PRSG	Review reassignment files of each soldier named in AAC–C64 report to determine reason soldier is listed.
7	PRSG	Submit SIDPERS “DLOS” transaction if necessary.
8	PRSG	Initiate tracer action if deletion or deferment request was submitted more than 45 calendar days ago and no response has been received (see “Manage Open Deletion/Deferment (HQDA Approval Cases”Task).

Section VIII

Task: Process SIDPERS AAC–C79 Report (Assignment Instruction File Listing)

7–16. Rules for processing SIDPERS AAC–C79 Report

- The PAS will monitor the SEES or Communications Center daily to receive EDAS cycles.
- The PAS will contact the local DOIM or EDAS to report garbled or incomplete transmissions.
- The PAS will request tracer or reservice of garbled or incomplete transmission.
- The PAS will call EDAS for assistance if problem cannot be resolved locally.
- The PAS will deliver the EDAS transmissions to the appropriate Personnel Reassignments Work Center within 3 calendar days of the EDAS cycle date.
- The AAC–C79 report (fig 7–20) provides the Personnel Reassignments Work Center a list of all assignment gain and loss records on the SAIF. Included in this report are selected data elements from the SPF these records that match an SAIF record.
- The AAC–C79 report is applicable during peacetime and mobilization.
- The PAS produces the AAC–C79 report and distributes the original (plus copies if requested) to the Personnel Reassignments Work Center.

7–17. Steps for processing SIDPERS AAC–C79 Report

The steps required for processing SIDPERS AAC–C79 Report are shown in table 7–13.

Table 7–13
Processing SIDPERS AAC–C79 Report

Step	Work center	Required action
1	PAUT	Schedule and produce or receive the AAC–C79 report as necessary.
2	PAUT	Review report for prescribed sequence.

Table 7-13
Processing SIDPERS AAC-C79 Report—Continued

Step	Work center	Required action
3	PAUT	Send original copy of repaort to Personnel Reassignments Work Center.
4	PRSG	Receive the AAC-C79 report.
5	PRSG	Use report to review status of requisitions.

Section IX

Task: Process SIDPERS AAC-C13 Report (Loss Roster) Projected Unit Losses

7-18. Rules for processing SIDPERS AAC-C13 Report

a. The AAC-C13 report (fig 7-21—7-22) is used by the Personnel Reassignments Work Center to identify soldiers projected to be a loss from a unit in increments of 30, 60, 90, 120, 150, 180, 270 and 300 days. Past due losses are included in the 0-30 day increment.

b. The AAC-C13 report is sequenced by name, within type of loss, within UPC, within Mail Code or Report Sequence Code.

c. Subtotals are by type of loss, within military personnel class (MPC) and service component and by type of loss within MPC.

d. Grand totals are all losses (type, MPC, service component) by 30-day increments (up to 180 days; and thereafter to 270-300 days).

e. The AAC-C13 report is prepared in two parts (applicable during peacetime and mobilization).

7-19. Steps for processing SIDPERS AAC-C13 Report

The steps required for processing SIDPERS AAC-C13 Report are shown in table 7-14.

Table 7-14
Processing SIDPERS AAC-C13 Report

Step	Work center	Required action
1	PAUT	Schedule and produce or receive the AAC-C13 report as necessary.
2	PAUT	Review AAC-C13 report for prescribed sequence.
3	PAUT	Send original copy of report to Personnel Reassignments Work Center as determined by Mail Code or Report Sequence Code.
4	PRSG	Receive AAC-C13 repaort.
5	PRSG	Use AAC-C13 report to identify soldiers who are projected losses.
6	PRSG	Destroy old AAC-C13 report upon receipt of new report.

Table 7-9
SIDPERS Assignment Instruction File (SAIF) Record Formats

Section I

Enlisted gaining assignment instruction record

Item	Data	Positions
1	Imbedded Blank	01
2	EPD Control and Line Number	02-06
3	Record Type ("G")	09
4	Military Personnel Class Requisition Data	10
5	Requisition MOS	11-15
6	Requisition ASI	16-17
7	Requisition Language	18-19
8	Requisition Pay Grade	20
9	Requisition Requirement Date (YYMM)	21-24
10	Personnel Security Investigation Requirement	25
11	Position Personnel Security Status	26
12	Position Personnel Security Requirement	27
13	Requisition Sex Code	28
14	Requisition Regimental Unit Number	29-32
15	Requisition Regimental Branch	33-34
16	Requisition Gaining UPC (A) Assignment Data	35-39
17	Assignment Losing UPC (B)	40-44
18	Assignment SSN	45-53
19	Assignment, Name, IND	54-68
20	Assignment MOS	69-73
21	Assignment ASI	74-75
22	Assignment Language	76-77

Table 7-9
SIDPERS Assignment Instruction File (SAIF) Record Formats—Continued

Section I

Enlisted gaining assignment instruction record

Item	Data	Positions
23	Assignment Pay Grade	78
24	Assignment Arrival Date	79–82
25	Personnel Security Investigation Completed	83
26	Department Determined Personnel Security Status	84
27	Personnel Security Investigation Initiated	85
28	Personnel Reliability Program Assignment Status	86
29	Assignment Sex Code Last Processed Transaction Data	87
30	CAP III Cycle No.	88–89
31	Last Transaction Process Date (YYMMDD)	90–95
32	Transaction Code	96
33	Padded Blanks	97–100

Notes:

“R” indicates requisition

“A” indicates CAP III assignment

“F” indicates CAP III assignment deferment

“C” indicates CAP III cancelled requisition held on file.

Section II

Enlisted losing assignment instruction record

Item	Data	Positions
1	Imbedded Blank	01
2	EPD Control and Line Number	02–06
3	Record Type (“L”)	09
4	MPC (“E”)	10
5	Deletion or Deferment Loss Data DA Reason Code	11–12
6	Deletion or Deferment Request Date	13–18
7	Blank Assignment Data	19–28
8	Assignment Regimental Unit Number	29–32
9	Assignment Regimental Branch	33–34
10	Assignment Losing UPC (A)	35–39
11	Assignment Gaining UPC (B)	40–44
12	Assignment SSN	45–53
13	Assignment Name, IND	54–68
14	Assignment MOS	69–73
15	Assignment ASI	74–75
16	Assignment Language	76–77
17	Assignment Pay Grade	78
18	Assignment Arrival Date (YYMM)	79–82
19	Personnel Security Investigation Completed	83
20	Department Determined Personnel Security Status	84
21	Personnel Security Investigation Initiated	85
22	Personnel Reliability Program Assignment Status	86
23	Assignment Sex Code	87
24	CAP III Cycle Number	88–89
25	Last Transaction Process Date (YYMMDD)	90–95
26	Transaction Code	96

Table 7-9
SIDPERS Assignment Instruction File (SAIF) Record Formats—Continued

Section I

Enlisted gaining assignment instruction record

Item	Data	Positions
27	Blank	97-100

Notes:

"A" indicates CAP III assignment

"B" indicates CAP III assignment deletion (disapproved)

"C" indicates CAP III assignment deferment

```

TRANSACTION MNEMONIC: DLOS

DATE:  ----- NAME:  ----- SSN:  ----- ORIG:  --
ANTICIPATED DATE OF LOSS:  -----
REASON CODE:  --
REQUESTED NEW ARRIVAL MONTH:  --

ACTION:  --
  
```

Figure 7-1. Sample of anticipated date of loss (DLOS) transaction screen format

Refer to appropriate DA Pam's to input these transactions:
 This format is applicable to the SAF, SOMF, SROF, SRNF,
 SRCF, SASF, SAIF, and SMEF files.

```

1      2      3      4      5      6      7      8
123456789012345678901234567890123456789012345678901234567890
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  
```

Figure 7-2. A FREE FORM used for submitting "DL" and "DD" DA Pass Record Transactions

Explanation of Item

- (1) PREPARED—The date the report was prepared.
- (2) PCN: AAC-TO1—The SIDPERS Production Control Number of the report.
- (3) CAP ROSTER—The general title of the report.
- (4) CD—Cycle Date. The “as of” date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The two-character code that identifies the month and day the report was prepared by the Data Processing Installation.
- (6) PAGE—The page number of the report.
- (7) PART II GAINING CANCELLED REQUISITIONS—The specific title of the report.
- (8) CAP CYCLE NO XX DATED XXXXXX—The HQDA assigned two-character number and six-digit date of the CAP cycle.
- (9) EPD CTL-LINE—The Enlisted Personnel Management Directorate Control and Line Number for the requisition.
- (10) PAY GRD—Pay Grade. The pay grade required to fill the requisition.
- (11) REQ MOS—Requisition Military Occupational Specialty. The MOS required to fill the requisition.
- (12) ERR MNEM—Error Mnemonic. The non-essential error mnemonic “MAIF” will be displayed to the right of cancelled requisitions which have been posted to the SAIF as cancelled requisitions held on file.
- (13) CANCELLED REQUISITIONS XXXXX—The total number of cancelled requisitions processed on the page.

Figure 7-4. Sample of Part II Gaining Cancelled Requisitions

Explanation of Item

- (1) PREPARED—The date the report was prepared.
- (2) PCN: AAC-T01—The SIDPERS Control Number of the report.
- (3) CAP ROSTER—The general title of the report.
- (4) CD—Cycle Date. The “as of” date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The two-character code that identifies the month and day the report was prepared by the Data Processing Installation.
- (6) PAGE—The page number of the report.
- (7) PART X GAINING ASSIGNMENTS—The specific title of the report (“X” appears as either “3” or “4” when the report produced).
- (8) CAP CYCLE NO XX DATED XXXXXX—THE HQDA-assigned two-character number and six-digit date of the CAP cycle.
- (9) EPD CTL-LINE—The Enlisted Personnel Management Directorate Control and Line Number of the assignment.
- (10) ARR DTE YR MO—The year and month the individual is scheduled to arrive.
- (11) NAME, INDIVIDUAL—The name of the individual.
- (12) SSN—Social Security Number of the individual.
- (13) GRD—The pay grade of the individual.
- (14) PMOS—Primary Military Occupational Specialty. The PMOS of the individual.
- (15) ASI—Additional Skill Identifier. The ASI of the individual.
- (16) LNG—Language Identifier. The language identifier of the individual.
- (17) PSI—Personnel Security Investigation Completed. A one character alpha code describing the type of personnel security investigation finalized on the individual.
- (18) DDS—Department Determined Personnel Security Status. A one character alpha code to reflect the highest level of personnel security

Figure 7-5. Instructions for Parts III and IV EDAS letter—Continued

eligibility (for access to classified defense information) granted on a final basis by the departmental central clearance facility based on the scope of a valid personnel security investigation on record of the individual.

- (19) SII—Personnel Security Investigation initiated. A one character alpha code reflecting the type of personnel security investigation which was started on an individual.
- (20) PRP—Personnel Reliability Program Assignment Status. A one character alpha code describing the individual's standing relative to training and duty under the nuclear, chemical and automatic data processing personnel reliability programs.
- (21) SEX—The sex of the individual.
- (22) REQ MOS—Requisitioned Military Occupational Specialty. The MOS required to fill the position.
- (23) PHY—Physical Category Code. The physical category code of the individual.
- (24) EER MNEM—Error Mnemonic. The nonessential error mnemonic "MSPF" will be displayed to the right of gaining assignments which match active permanent part SPF record. Gaining assignments with "MSPF" will not be posted to the SAIF.
- (25) SPF UPC1—The Unit Processing Code-1 of the matching SPF record will be printed under this heading for assignments with the nonessential error mnemonic "MSPF".
- (26) SPF POSNO—The Position Number of the matching SPF record will be printed under this heading for assignments with the non-essential error mnemonic "MSPF".
- (27) AI—Assignment Instruction. Lists the information identified in items 9 through 25, above.
- (28) SI—Special Instructions. Provides additional special instructions required for the assignment.
- (29) AIF—Assignment Instruction File. Lists information from the AIF.
- (30) ASSIGNMENTS—The total number of assignments on the page.
- (31) SPECIAL INSTRUCTIONS—The total number of special instructions on the page.
- (32) TOTAL—The total number of assignments and special instructions on the page.
- (33) TOTAL ASSIGNMENTS—The total number of assignments on all pages of the report.
- (34) SPECIAL INSTRUCTIONS—The total number of special instructions on all pages of the report.
- (35) TOTAL—The total number of assignments and special instructions on all pages of the report.

Figure 7-5. Instructions for Parts III and IV EDAS letter

```

1      2      3      4      5      6
PREPARED YY MM DD PCN:AAC-T01      CAP      ROSTER      CD MM DD SCN XX PAGE XXXX
UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXX MO XX DA CODES-ASC XX STATUS XX AREAX XXX UIC X XXX XX UPC XXXXX ANALYST X RPT SEQ CODE XXX
PPA XX
SEQUENCE OPTION XXXXXXX CODE XXX      7      8
PART X GAINING ASSIGNMENTS      CAP      CYCLE NO XX DATED XXXXXX

ASSIGNMENT INSTRUCTIONS PREVIOUSLY FORWARDED
SEE CAP      LOI FOR PROCESSING INSTRUCTIONS
SECURITY
10
9      ARR      11      12      13      14      15      16      17      18      19      20      21      22      23      24      25      26
EPD      DTE      CTL-LINE YR MO NAME INDIVIDUAL      SSN      GRD PMOS I G I S I P X MOS Y      ERR SPF SPF
27 AI XXX XXXX XX XX XXXXXXXXXXXXXXXXXXXX XXX-XX-XXXX X XXXXX XX XX X X X X XXXXX X      XXXX XXXX XXXX
28 SI      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
SI      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
SI      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
MOD-SI      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
MOD-SI      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
MOD-SI      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
29 AIF      XX XX XXXXXXXXXXXXXXX XXX-XX-XXXX X XXXXX XX      XXXXX G-UPC:XXXXX L-UPC:XXXXX CAP      CYCLE NO:XX

30      31      32
ASSIGNMENTS: XXXXX SPECIAL INSTRUCTIONS: XXXXX TOTAL: XXXXX
33      34      35
TOTAL ASSIGNMENTS: XXXXX SPECIAL INSTRUCTIONS: XXXXX TOTAL: XXXXX

```

Figure 7-5. Sample of Parts III and IV Gaining Assignments

1 PREPARED YY MM DD		2 PCN: AAC-TO1		3 CAP ROSTER				4 CD YY MM DD		5 SCN XX		6 PAGE XXXX	
UNIT XXXXXXXXXXXXXXXXXXXXXXXXXX		MC XX DA		CODES-ASG XX		STATUS XX		AREA XX		UIC X		XXX XX	
PPA XX													
SEQUENCE OPTION XXXXXX		CODE XXX		7 PART V GAINING DELETIONS/DEFERMENTS				8 CAP		CYCLE NO XX		DATED XXXXXX	
10 NEW ARR		11		12		13		14		15		16	
EPD		NEW		ARR		A L DA		CAP		19		20	
CTL-LINE YY MM NAME		INDIVIDUAL		SSN		GRD PMOS		I G CODE		NO		ERROR	
												PROCESSING	
												MNEMONIC	
												ACTIONS	
DEL XXX-XXXX		XXXXXXXXXXXXXXXXXXXXXXX		XXX-XX-XXXX		X		XXXXX		XX		XX	
DEF XXX-XXXX		XX XX XXXXXXXXXXXXXXXXXXXXX		XXX-XX-XXXX		X		XXXXX		XX		XX	
DEL XXX-XXXX		XXXXXXXXXXXXXXXXXXXXXXX		XXX-XX-XXXX		X		XXXXX		XX		XX	
DEF XXX-XXXX		XX XX XXXXXXXXXXXXXXXXXXXXX		XXX-XX-XXXX		X		XXXXX		XX		XX	
21		DEL/DEF: XXXXX											
22		TOTAL DEL/DEF: XXXXX											

Figure 7-6. Sample of Part V Gaining Deletions or Deferments

Explanation of item

- (1) PREPARED—The date the report was prepared.
- (2) PCN: AAC-TO1—The SIDPERS Production Control Number of the report.
- (3) CAP ROSTER—The general title of the report.
- (4) CD—Cycle Date. The “as of” date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The two-character code that identifies the month and day the report was prepared by the Data Processing Installation.
- (6) PAGE—The page number of the report.
- (7) PART V GAINING DELETIONS/DEFERMENTS—The specific title of the report.
- (8) CAP CYCLE NO XX DATED XXXXXX—The HQDA-assigned two-character number and six-digit date of the CAP III cycle.
- (9) EPD CTL-LIN—The Enlisted Personnel Management Directorate Control and Line Number for the Assignment.
- (10) NEW ARR YY MM—For approved deferments only, identifies the new year and month the individual is scheduled to arrive.
- (11) NAME, INDIVIDUAL—The name of the individual.
- (12) SSN—Social Security Number. The Social Security Number of the individual.
- (13) GRD—GRADE. The pay grade of the individual.
- (14) PMOS—Primary Military Occupational Specialty. The PMOS of the individual.
- (15) ASI—Additional Skill Identifier. The ASI of the individual.
- (16) LNG—Language. A two-character code identifying the individual’s primary foreign language.
- (17) DA RSN CDE—DA Reason Code. The code assigned by HQDA explaining reason for approving or disapproving the deletion or deferment request. (See App N.)
- (18) CAP ASSIGN CYCLE—The CAP cycle number of the original assignment.
- (19) ERROR MNEM—Error Mnemonic. The nonessential error mnemonic “MCAN” will be displayed to the right of deletions when the EPD control and line number matches the EPMD control and line number of a cancelled requisition in Part 2, AAC-TO1 report.
- (20) Processing Actions— “TDR deleted from SPF” is self-explanatory: “REPORT DATE ADJUSTED ON SPF” appears to indicate the SPF has been adjusted to reflect the new arrival year and month (item 10, above).
- (21) DEL/DEF: XXXXX—The total number of deletions and deferments processed on the page.
- (22) TOTAL DEL/DEF: XXXXX—The total number of deletions and deferments processed on all pages of the report.

Figure 7-6. Sample of Part V Gaining Deletions or Deferments

Explanation of item

- (1) PREPARED—The date the report was actually prepared.
- (2) PCN: AAC-TO1—The SIDPERS Production Control Number of the report.
- (3) CAP ROSTER—The general title of the report.
- (4) CD—CYCLE DATE. The “as of” date of the SIDPERS Processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The two-character code that identified the month and day the report was prepared by the Data Processing Installation.
- (6) PAGE—The page number of the report.
- (7) PART X LOSING ASSIGNMENTS—The specific title of the report (“X” appears as either “6” or “7” when the report is produced).
- (8) CAP CYCLE NO XX DATED XXXXXX—The HQDA-assigned two-character number and six-digit date of the CAP III cycle.
- (9) EPD CTL—LINE—The Enlisted Personnel Management Directorate Control and Line Number the individual is being assigned against. (AR 614–200)
- (10) ARR DTE YR MO—The year and month the individual is scheduled to arrive.
- (11) NAME, INDIVIDUAL—The name of the individual.
- (12) SSN—Social Security Number of the individual.
- (13) GR WK—Graduation Week. Identifies the graduation week of individuals attending schooling in a TDY status between assignments.
- (14) SPQ—Special Qualifications. (AR 614–200)
- (15) LOT—Length of Tour. (AR 614–30)
- (16) GRD—Grade. The pay grade of the individual.
- (17) PMOS/ASGN MOS—Primary Military Occupational Specialty/Assignment Military Occupational Specialty. The PMOS of the individual is reflected in the SPF line under this heading/the assignment MOS appears on the AI line under this heading.
- (18) ASI—Additional Skill Identifier. The ASI of the individual.
- (19) LNG—Language. A two-character code identifying the individual’s primary foreign language. (AR 611–6)
- (20) IR—Personnel Security Investigation Required. A one-character alpha code to describe the type of personnel security investigation specific duty position. (AR 680–29)
- (21) PPS—Personnel Security Status. A one-character alpha code reflecting the highest level of personnel security eligibility (for access to classified defense information) required for a specific duty position. (AR 680–29)
- (22) PSR—Personnel Security Requirement. A one-character alpha code describing the unique personnel security requirement for a specific duty position. (AR 680–29)
- (23) PRO—Proficiency Pay. The level of proficiency pay the individual is receiving.
- (24) SEX—The sex of the individual.
- (25) SMOS—The Secondary Military Occupational Specialty. The MOS of the individual, if any.
- (26) PROM MOS—Promotion Military Occupational Specialty. If the individual has Promotion List Status, the MOS code in which considered will be reflected. (AR 600–200) 2226
- (27) VRB MOS—Variable Reenlistment Bonus Military Occupational Specialty. The MOS in which the individual reenlisted and is receiving bonus. (AR 601–280)
- (28) ANT LOSS DATE—Anticipated Date of Loss (DLOS). The date the individual is scheduled to depart the unit.
- (29) ETS—Expiration of Term of Service. The ETS of the individual.
- (30) DROS/DEROS—Date Returned from Overseas/Date Expected to Return from Overseas. The DROS or DEROS of the individual, as appropriate.
- (31) YR MO LPCS—Year and Month of Last Permanent Change of Station.
- (32) NUM DEP—Dependents. The number of dependents the individual has.
- (33) AEA—Assignment Eligibility and Availability code. (AR 614–200)

Figure 7-7. Instructions for Parts VI and VII EDAS letter—Continued

- Figure 7-7. Instructions for Parts VI and VII EDAS letter**

Figure 7-7. Sample of Parts VI and VII Losing Assignments

Figure 7-8. Sample of Parts VI and VII Losing Assignment Totals by Part

Explanation of item

- (1) UPC TOTAL ASSIGNMENTS—Total number of assignments by Unit Processing Code.
- (2) SPECIAL INSTRUCTIONS—The total number of special instructions by Unit Processing Code.
- (3) PART X TOTAL ASSIGNMENTS—The total number of assignments by part.
- (4) SPECIAL INSTRUCTIONS—The total number of special instructions by part.

Figure 7-8. Sample of Part VI and Part VII Losing Assignment Totals by Part

PREPARED YY MM DD PCN: AAC-T01 UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXX PPA XX SEQUENCE OPTION XXXXXX CODE XXX	CAP ROSTER MC XX DA CODES-ASG XX STATUS XX AREAX XXX PART X LOSING ASSIGNMENTS	CD YY MM DD SCH XX PAGE XXXX ANALYST X RPT SEQ CODE XXX CAP CYCLE NO XX DATED XXXXXX
NAME, INDIVIDUAL	SSN	EPO CTL & LINE NO
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX-XXXX

PINPOINT ASSIGNMENT: DLOS DATE: AVAILABILITY DATE:

() I WILL (APPLY FOR VOLUNTARY RETIREMENT IN LIEU OF PCS) (COMPLY WITH PCS ASSIGNMENT INSTRUCTIONS)
(INITIALS).

() I ELECT TO SERVE THE (WITH DEPENDENTS) (ALL OTHERS) TOUR FOR
(MONTHS) (INITIALS).

() I ELECT TO CHOOSE TOY OPTION
(NUMBER) (INITIALS).

() I (DECLINE) (ACCEPT) THE AIRBORNE ASSIGNMENT
(INITIALS).

() I REQUEST DAYS LEAVE
(NUMBER) (INITIALS).

MEMBERS SIGNATURE: DATE: WITNESS: DATE:

Figure 7-9. Sample of Parts VI and VII Losing Assignments

1 PREPARED YY MM DD PCN: AAC-T01 UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXX PPA XX SEQUENCE OPTION XXXXXX CODE XXX	3 CAP ROSTER MC XX DA CODES-ASG XX STATUS XX AREAX XXX 7 PART VIII LOSING DELETIONS/DEFERMENTS 15 16 17 18 A L A DA S N C RSN 19 1 G T CODE DA ACTION	4 CD YY MM DD SCH XX PAGE XXXX 5 ANALYST X RPT SEQ CODE XXX 6 CAP CYC NO
9 EPD ARR 11 12 CTL LINE YR MO NAME SSN	13 14 CRD PHOS	20 CAP CYC NO
DEL XXX-XXXX XXXXX XXX-XX-XXXX X XXXX XX XX X XX XXXXXXXXXXXXXXXXXXXXXXXX		XX XXXX XXXX XXXX XXXXX X
DEF XXX-XXXX XX-XX XXXXX XXX-XX-XXXX X XXXX XX XX X XX XXXXXXXXXXXXXXXXXXXXXXXX		XX XXXX XXXX XXXX XXXXX X
21 DEL/DEF: XXXXX		
22 TOTAL DEL/DEF: XXXXX		

Figure 7-10. Sample of Part VIII Deletions or Deferments

Explanation of item

- (1) PREPARED—The date the report was prepared.
- (2) PCN: AAC-TO1—The SIDPERS Production Control Number of the report.
- (3) CAP ROSTER—The general title of the report.
- (4) CD—Cycle Date. The “as of” date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The two-character code that identifies the month and day the report was prepared by the Data Processing Installation.
- (6) PAGE—The page number of the report.
- (7) PART 8 LOSING DELETIONS/DEFERMENTS—The specific title of the report.
- (8) CAP CYCLE NO XX DATED XXXXXX—The HQDA-assigned two-character number and six-digit date of the CAP III cycle.
- (9) EPD CTL—LINE—The Enlisted Personnel Management Directorate Control and Line Number for the assignment.
- (10) NEW ARR YR MO—For approved deferments only, identifies the new year and month the individual is scheduled to arrive.
- (11) NAME—The first six digits of the individual’s last name.
- (12) SSN—Social Security Number. The Social Security Number of the individual.
- (13) GRD—Grade. The pay-grade of the individual.
- (14) MOS—Military Occupational Specialty. The Primary MOS of the individual.
- (15) ASI—Additional Skill Identifier. The ASI of the individual.
- (16) LNG—Language—A two-character code identifying the individual’s primary foreign language.
- (17) ACT—Action code. The code assigned by HQDA for the action; “A” equals approved, “D” equals disapproved.
- (18) DA RSN CDE—DA Reason Code. The code assigned by HQDA explaining reason for approving or disapproving the deletion/deferment request. (See fig 2–1.)
- (19) DA ACTION—Literal translation of DA Action Code.
- (20) CAP ASSIGN CYCLE—The CAP III cycle number of the original assignment.
- (21) DEL/DEF: XXXXX—The total number of deletions and deferments processed on the page.
- (22) TOTAL DEL/DEF: XXXXX—The total number of deletions and deferments processed on all pages of the report.

Figure 7-10. Sample of Part VIII Deletions or Deferments

Figure 7-11. Sample of Part I EDAS Audit Sheet

- (1) PREPARED—The date the report was prepared.
- (2) (2) PCN: AAC-TO2—The SIDPERS Production Control Number of the report.
- (3) PART I CAP AUDIT SHEET—The title of the report.
- (4) CD—Cycle Date. The “as of” date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The two-character code that identifies the month and day the report was prepared by the Data Processing Installation.
- (6) PAGE—The page number of the report.
- (7) (HX&Y) LOSING ASSIGN—The total number of type of transaction “H”, “X” and “Y” processed.
- (8) (GS&T) GAINING ASSIGN—The total number of type of transaction “G”, “S” and “T” processed.
- (9) (Q&R) GAINING DEL/DEF—The total number of type of transaction “Q” and “R” processed.
- (10) (V&W) LOSING DEL/DEF—The total number of type of transaction “V” and “W” processed.
- (11) (NO&P) REQNS MODIFIED TOP-LOAD CANCELLED—The total number of type of transaction “N”, “O” and “P” processed.
- (12) (C) MESSAGE RECORDS—The total number of type of transaction “C” processed.
- (13) (LMU&Z) SPECIAL AND MODIFIED SP INSTR—The total number of type of transaction “L”, “M”, “U” and “Z” processed.
- (14) TOTAL RECORDS—The total number of type of transaction “H”, “X”, “G”, “S”, “T”, “Q”, “R”, “V”, “W”, “N”, “O”, “P”, “C”, “L”, “M”, “U” and “Z” processed.
- (15) TO1 IN BALANCED—Indicates whether or not transactions processed are in balance.
- (16) TO1 OUT—Indicates whether or not the AAC-TO1 report was produced.

Figure 7-11. Sample of Part I EDAS Audit Sheet—Continued

- (17) RECYCLE TAPE OUT—Indicates whether or not a recycle tape was produced.
- (18) WAITING FOR CAP CYC #—Identifies missing CAP cycle by number.
- (19) CAP CYCLE NO XX DATED XXXXXX—The HQDA-assigned two-character number and six-digit date of the CAP cycle.
- (20) TOTAL TRANS—See explanations for items 7 through 14, above.
- (21) AUDIT RECORD—The total number of transactions that appear on the Audit Record (type of transaction “A”).
- (22) DIFFERENCE—The difference derived by subtracting the AUDIT RECORD from the TOTAL TRANS.

Figure 7-11. Sample of Part I EDAS Audit Sheet

Explanation of item

- (1) PREPARED—The date the report was prepared.
- (2) PCN: AAC-TO2—The SIDPERS Production Control Number of the report.
- (3) PART 2 CAP AUDIT SHEET—The title of the report.
- (4) CD—Cycle Date. The “as of” date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The two-character code that identifies the month and day the report was prepared by the Data Processing Installation.
- (6) PAGE—The page number of the report.
- (7) (HX&Y) LOSING ASSIGN—The total number of type of transaction “H”, “X” and “Y”.
- (8) (GS&T) GAINING ASSIGN—The total number of type of transaction “G”, “S” and “T”.
- (9) (Q&R) GAINING DEL/DEF—The total number of type of transaction “Q” and “R”.
- (10) (V&W) LOSING DEL/DEF—The total number of type transaction “V” and “W”.
- (11) (NO&P) REQUISITIONS MODIFIED TOP-LOADED CANCELLED—The total number of type of transaction “N”, “O” and “P”.
- (12) (C) MESSAGE RECORDS—The total number of type of transaction “C”.
- (13) (LMU&Z) SPECIAL AND MODIFIED SP INSTR—The total number of type of transaction “L”, “M”, “U” AND “Z”.
- (14) TOTAL RECORDS—The total number of type of transaction “H”, “X”, “Y”, “G”, “S”, “T”, “Q”, “R”, “V”, “W”, “N”, “O”, “P”, “C”, “L”, “M”, “U” and “Z”.
- (15) CAP CYCLE NO XX DATED XXXXXX—The HQDA-assigned two-character number and six-digit date of the CAP cycle.
- (16) PROCESSED—The total number of transactions processed as indicated under the headings (items 8 through 15, above).
- (17) UNPROCESSED—The total number of transactions unprocessed as indicated under the headings (items 8 through 15, above).
- (18) TOTAL TRANS—The total number of processed and unprocessed transactions.
- (19) AUDIT RECORD—The total number of transactions that appear on the Audit Record (type of transaction “A”).
- (20) DIFFERENCE—The difference derived by subtracting the AUDIT RECORD from the TOTAL TRANS.

Figure 7-12. Instructions for Part II EDAS Audit Sheet

[illegible]

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1      2      3      4      5      6
PREPARED YY MM DD PCN: AAC-T02      PART III CAP      AUDIT SHEET      CO YY MM DD SCN XX PAGE XXXX
PPA XX      GAINING UNPROCESSED TRANSACTIONS

7
TRANSACTION CARD IMAGE      ERROR MEMORIC

8
CAP      CYCLE NO XX DATED XXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XXXX

9      10      11      12      13      14      15
ASSIGNMENTS:XXXXX      DEL/DEF:XXXXX      SPECIAL INS:XXXXX      CAN REQ:XXXXX      TOP REQ:XXXXX      MOD REQ:XXXXX      TOTAL:XXXXX

CAP      CYCLE NO XX DATED XXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX      XXXX

ASSIGNMENTS:XXXXX      DEL/DEF:XXXXX      SPECIAL INS:XXXXX      CAN REQ:XXXXX      TOP REQ:XXXXX      MOD REQ:XXXXX      TOTAL:XXXXX

```

- Explanation of item
- (1) PREPARED—The date the report was prepared.
 - (2) PCN: AAC-TO2—The SIDPERS Production Control Number of the report.
 - (3) PART 3 CAP AUDIT SHEET GAINING UNPROCESSED TRANSACTIONS—The title of the report.
 - (4) CD—Cycle Date. The “as of” date of the SIDPERS processing cycle that produced the report.
 - (5) SCN—The Shipment Control Number. The two-character code that identifies the month and day the report was prepared by the Data Processing Installation.
 - (6) PAGE—The page number of the report.
 - (7) ERROR MNEMONIC—Error mnemonic identifying reason that prevented the transaction from processing.
 - (8) CAP CYCLE NO XX DATED XXXXXX—The HQDA-assigned two-character number and six-digit date of the CAP cycle.
 - (9) ASSIGNMENTS: XXXXX—The total number of unprocessed type of transaction “S” and/or “T”.
 - (10) DEL/DEF: XXXXX—The total number of unprocessed type of transaction “Q” and/or “R”.
 - (11) SPECIAL INS: XXXXX—The total number of unprocessed type of transaction “U”.
 - (12) CAN REQ: XXXXX—The total number of unprocessed type of transaction “P”.
 - (13) TOP REQ: XXXXX—The total number of unprocessed type of transaction “O”.
 - (14) MOD REQ: XXXXX—The total number of unprocessed type of transaction “N”.
 - (15) TOTAL: XXXXX—The total number of unprocessed type of transaction “S”, “T”, “Q”, “R”, “U”, “P”, “O”, and “N”.

Figure 7-13. Sample of Part III EDAS Audit Sheet Gaining Unprocessed Transactions

1	2	3	4	5	6
PREPARED YY MM DD	PCN: AAC-TO2	PART IV CAP	CD YY MM DD	SCN XX	PAGE XXXX
PFA XX		LOSING UNPROCESSED TRANSACTIONS			
TRANSACTION CARD IMAGE			7		
8			ERR MNEMONIC		
CAP	CYCLE NO XX DATED XXXXXX				
XX					XXXX
XX					XXXX
XX					XXXX
9	10	11	12		
ASSIGNMENTS:XXXX	DEL/DEF:XXXX	SPECIAL INS:XXXX	TOTAL:XXXX		
CAP	CYCLE NO XX DATED XXXXXX				
XX					XXXX
XX					XXXX
XX					XXXX
ASSIGNMENTS:XXXX	DEL/DEF:XXXX	SPECIAL INS:XXXX	TOTAL:XXXX		

Figure 7-14. Sample of Part IV Audit Sheet Losing Unprocessed Transactions

- Explanation of item
- (1) PREPARED—The date the report was prepared.
 - (2) PCN: AAC-TO2—The SIDPERS Production Control Number of the report.
 - (3) PART 4 CAP AUDIT SHEET LOSING UNPROCESSED TRANSACTIONS—The title of the report.
 - (4) CD—Cycle Date. The “as of” date of the SIDPERS processing cycle that produced the report.
 - (5) SCN—The Shipment Control Number. The two-character code that identifies the month and day the report was prepared by the Data Processing Installation.

Figure 7-14. Sample of Part IV Audit Sheet Losing Unprocessed Transactions—Continued

- (6) PAGE—The page number of the report.
- (7) ERROR MNEMONIC—Error mnemonic identifying reason that prevented the transactions from processing.
- (8) CAP CYCLE NO XX DATED XXXXXX—The HQDA-assigned two-character number and six-digit date of the CAP cycle.
- (9) ASSIGNMENTS: XXXXX—The total number of unprocessed type of transaction “X” and/or “Y”.
- (10) DEL/DEF: XXXXX—The total number of unprocessed type of transaction “V” and/or “W”.
- (11) SPECIAL INSTRUCTIONS: XXXXX—The total number of unprocessed type of transaction “Z”.
- (12) TOTAL: XXXXX—The total number of unprocessed type of transaction “X”, “Y”, “V”, “W”, and “Z”.

Figure 7-14. Sample of Part IV Audit Sheet Losing Unprocessed Transactions

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PREPARED YY MM DD PCN: AAC-T02          PART V CAP      AUDIT SHEET          CD YY MM DD SCN XX PAGE XXXX
PPA XX                                UNPROCESSED TRANSACTIONS
      TRANSACTION CARD IMAGE                                CYCLE NO:XX DATED:XXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

```

Figure 7-15. Sample of Part V Audit Sheet Unprocessed Transactions

1
PREPARED YY MM DD PCN: AAC P69
PPA XX TYPE RECORD XXXXXXXXXXXXXXXXXXXXXXXX

2
6

3
PERSONNEL QUALIFICATION RECORD, PART I

4
CD YY MM DD SCN XX

5
7

SECTION I -- PERSONAL DATA

* 1.NAME: XXXXXXXXXXXXXXXXXXXXXXXX
* 2.SSN: XXX-XX-XXXX
* 3.VSSN CODE: X
* 4.MPC/CODE: XXXXXXXX X
* 5.SEX/CODE: XXXXXXXX X

* 6.RACE/CODE: XXXXXXXX X
7.DATE OF BIRTH: YYMMDD
8.NUMBER DEPENDENTS: XX
9.NO ACMP CSDEP PCS: XX
10.NO ACMP NCSDEP PCS: XX

11.ETH GRP/CODE: XXXXXXXX X
12.CITZSHF/CODE: XXXXXXXX X
13.MRTL STS/CODE: XXXXXXXX X
14.REL PREF/CODE: XXXXXXXXXXXXXXXXXXXX XX
15.SSN SPOUSE: XXX-XX-XXXX MPC: XXXXXXXX X

SECTION II -- QUALIFICATION DATA

* 1.GRADE/CODE: XXX XX
* 2.DATE OF RANK: YYMMDD
* 3.SVC COMP/CODE: XXXX X
* 4.PMOS/ASI: XXXX XX
* 5.FIRST-LANG/CODE: XXXXXXXXXXXXXXXXXXXX XX
* 6.SEC2-LANG/CODE: XXXXXXXXXXXXXXXXXXXX
7.BLANK
8.BLANK
* 9.PULSES: XXXXXX
* 10.PHYS CAT CODE: X
11.CT SCORE: XXX
12.QJT COMP DATE: YYMM
13.MIL EDUC/CODE: XXXXXXXXXXXX X
14.CIV EDUC/CODE: XXXXXXXX X

15.PROMOTION IND: X
16.DUAL SVC GRADE/CODE: XXX X
17.DUAL SVC COMP/CODE: XXXX X
18.SMOS/ASI: XXXX XX
19.DUTY MOS/ASI: XXXX XX
20.BONUS MOS/EFF DATE: XXX YYMMDD
21.FROM/PROG MOS: XXXX
22.SP-DY-ASG-PAY-STATS: XXXXXXXX X
23.SPAY1/SPAY2: XXXX XXXX
24.IPAY1/IPAY2: XXXX XXXX
25.SQT MOS: XXXX
26.SQT DATE-1: YYMM
27.SQT DATE-2: YYMM
28.SQT PERCENTAGE: XXX

29.SQT RATING/CODE: XXXXXXXXXXXXXXXXXXXX X
30.SQT SCORE: XXX
31.FROM PTS-C/DATE: XXX YYMM
32.FROM PTS-P/DATE: XXX YYMM
33.BEEN ELIG/INELIG: XXXXXXXXXXXX XX
34.PER SCTY INV INIT/DATE: X YYMMDD
* 35.PER SCTY INV COMP/DATE: X YYMMDD
* 36.PLD DETMD PER SCT STS: XXXXXXXXXXXXXXXX X
37.DPT DETMD PER SCT STS: XXXXXXXXXXXXXXXX X
38.PER RLBTY PGM ASGN STS: XXXXXXXXXXXXXXXX X
39.PERS SCTY INV INIT STS: XXXXXXXXXXXXXXXX X
* 40.PERS SCTY INV COMP STS: XXXXXXXXXXXXXXXX X

SECTION III -- UNIT DATA

* 1.UPC: XXXXX
* 2.UNIT NAME: XXXXXXXXXXXXXXXXXXXXXXXX
* 3.REPORT DATE: YYMMDD

* 4.ARRIVAL DATE: YYMMDD
* 5.DEPART DATE: YYMMDD
* 6.GAINING UPC: XXXXX

7.LOSING UPC: XXXXX
8.RECT AFFIL: XXXX XX
9.RECT HOMEBASE: XXXXXXXXXXXXXXXX XX

SECTION IV -- SERVICE DATA

1.PERD: YYMMDD
2.BASD: YYMMDD
3.ETS: YYMMDD
4.CURR TERM SVC/CODE: XXXX X
5.DELAY IN SEP/CODE: XXXX X
6.DATE LAST PCS: YYMM
7.DATE OF LAST EER: YYMM
8.EER DATE VERIF: XXXXXXXX X
9.DATE OF LAST PHOTO: YYMM
10.DATE ELIG AFM: YYMM

11.DATE ELIG COMD: YYMM
12.PHA ELIG IND: XXX
13.DLOS: YYMMDD
14.DROS/DEROS: YYMMDD
15.AEA/TERM DATE: X YYMM
16.LAST CBT TOUR/DATE: XXXXXXXXXXXX XX YYMM
17.CURR/LAST FST/CODE: XXXXXXXXXXXX X
18.TRAVEL STATUS: XXXXXX
19.OVERSEAS PREF/CODE: XXXXXXXXXXXX XX XXXXXXXXXXXX XX XXXXXXXXXXXX XX
20.CONUS PREF/CODE: XXXXXXXXXXXXXXXX XX

21.YR-MO-HIV-SCRN-TEST-LAST-ADMIN: YYMM

SECTION V -- POSITION DATA

1.POSITION NO: XXXX
2.POSITION TITLE: XXXXXXXXXXXXXXXX

3.AUTH MOS/ASI: XXXX XX
4.AUTH GRADE/CODE: XXX X

5.EQRD LANG/CODE: XXXXXXXXXXXXXXXX XX

SECTION VI -- LOCAL DATA

XX

DA FORM 2A (XX XXX XX) (ASTERISKS INDICATE WARTIME DATA ELEMENTS)
ENLISTED PEACETIME AND (*) WARTIME

Figure 7-16. Sample of Personnel Qualification Record, Part I

Explanation of item

- (1) PREPARED—The date the report was prepared.
- (2) PCN: AAC-P69—The SIDPERS Production Control Number of the report.
- (3) PERSONNEL QUALIFICATION RECORD, PART I—The title of the report.
- (4) CD—Cycle Date. The “as of” date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The two-character code that identifies the month and day the report was prepared by the Data Processing Installation.
- (6) TYPE RECORD XXXXXXXXXXXXXXXXXXXX—Identifies the reason for production of the report.
- (7) REPORT DATE YYMMDD—The “as of” date of the information contained in the report.

Figure 7-16. Sample of Personnel Qualification Record, Part I

Explanation of item

- (1) PREPARED—The date the report was prepared.
- (2) PCN: AAC-TO5—The SIDPERS Production Control Number of the report.
- (3) ASSIGNMENT INSTRUCTION FILE TRANSACTION REGISTER—The title of the report.
- (4) CD—Cycle Date. The “as of” date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The two-character code that identifies the month and day the report was prepared by the Data Processing Installation.
- (6) PAGE—The page number of the report.
- (7) PPA—PERSINS Processing Activity code.
- (8) XXXXXX CODE XXX—A code assigned by the SIB to identify a sequence option (“RPT*SEQ”, “***MAIL”, or “***PPA”) and the code.
- (9) TRANSACTIONS NOT PROCESSED—This section identifies the transactions that did not process.
- (10) ERROR MNEMONIC/REMARKS—Error mnemonic identify reason that prevented the transactions from processing.
- (11) REQ: XXXXX—The total number or requisitions that did not process.
- (12) DLOS: XXXXX—The total number of “DLOS” SIDPERS transactions that did not process.
- (13) TRANSACTIONS PROCESSED—This section identifies the transactions that did not process.
- (14) ERROR MNEMONIC/REMARKS—Error mnemonic relating to the Assignment Instruction File.
- (15) REQ: XXXXX—The total number of requisitions that did process.
- (16) DLOS: XXXXX—The total number of “DLOS” SIDPERS transactions that did process.
- (17) SSN: XXXXX—The total number of “SSN” SIDPERS transactions that did process.
- (18) NAME: XXXXX—The total number of “NAME” SIDPERS transactions that did process.
- (19) LNAM: XXXXX—The total number of “LNAM” SIDPERstransactions that did process.
- (20) DA TRANS. XXXXX—The total number of PERSCOM name or social security number changes that were processed.
- (21) ARR/ASNJ/DPRT/47 TRANS HAVE DELETED THE BELOW LISTED SAIF RECORDS—Assignment Instruction File records that have been deleted because a unit processed either a “DPRT”, “ARR”, OR “ASNJ” SIDPERS transaction or upon receipt of a PERSCOM notice or arrival (type transaction “47”).
- (22) ERROR MNEMONIC/REMARKS—Error mnemonic identify reason the record was deleted.
- (23) ARR: XXXXX—The total number of “ARR” SIDPERS transactions that caused a deletion from the Assignment Instruction File.
- (24) ASNJ: XXXXX—The total number of “ASNJ” SIDPERS transactions that caused a deletion from the Assignment Instruction File.
- (25) DA-47 TRANS: XXXXX—The total number of PERSCOM notices of arrival (type of transaction “47”) that caused a deletion from the Assignment Instruction File.
- (26) DPRT: XXXXX—The total number of “DPRT” SIDPERS transactions that caused a deletion from the Assignment Instruction File.

Figure 7-17. Instructions for File Transaction Register

```

1      2      3      4      5      6
PREPARED YY MM DD PCN: AAC-TO5 ASSIGNMENT INSTRUCTION FILE TRANSACTION REGISTER CD XX XX XX SCN XX PAGE XXXX
7 PPA XX 8 XXXXXX CODE XXX

9 TRANSACTIONS NOT PROCESSED 10 ERROR MNEMONIC/REMARKS
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX

11 REQ: XXXX 12 DLOG: XXXX

13 TRANSACTIONS PROCESSED 14 ERROR MNEMONIC/REMARKS
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX SAIF EPD C&L: XXX-XXXX
MARK SENSE SSAN CHANGE OLD: XXXXXXXX NEW: XXXXXXXX SAIF EPD C&L: XXX-XXXX
MARK SENSE XXXX CHANGE OLD: XXXXXXXX NEW: XXXXXXXX SAIF EPD C&L: XXX-XXXX
MILPERCHN XXXX SSAN CHANGE OLD: XXXXXXXX NEW: XXXXXXXX SAIF EPD C&L: XXX-XXXX
MILPERCHN XXXX NAME CHANGE OLD: XXXXXXXX NEW: XXXXXXXX SAIF EPD C&L: XXX-XXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX CANCELLED BY CAP III CYCLE XX

15 16 17 18 19 20
REQ: XXXX DLOG: XXXX SSAN: XXXX NAME: XXXX LNAM: XXXX DA-TRANS: XXXX

21 ARR/ASHJ/DPRT/47 TRANS HAVE DELETED THE BELOW LISTED SAIF RECORDS 22 ERROR MNEMONICS/REMARKS
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX INTER ARR
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX INTER ARR
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX INTER ASHJ
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX INTER ASHJ
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX DA 47 TRANS
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX INTER DPRT
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX INTER DPRT

23 24 25 26
ARR: XXXX ASHJ: XXXX DA-47-TRANS: XXXX DPRT: XXXX

UPC CHANGES
XXXXXXXX X X UPC X OLD UPC: XXXX NEW UPC: XXXX OUPC
UPC: XXXX

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Figure 7-17. Sample of Assignment Instruction File Transaction Record

Explanation of item

- (1) PREPARED—The date the report was prepared.
- (2) PCN: AAC-TO7—The SIDPERS Production Control Number of the report.
- (3) ASSIGNMENT INSTRUCTION FILE PURGE—The title of the report.
- (4) CD—Cycle Date. The “as of” date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The two-character code that identifies the month and day the report was prepared by the Data Processing Installation.
- (6) PAGE—The page number of the report.
- (7) SEQUENCE OPTION XXXXXX CODE XXX—A code assigned by the SIB to identify a sequence option (“RPT*SEQ”, “**MAIL”, or “*****PPA”) and the code.
- (8) EPD CTL—LINE—The Enlisted Personnel Management Directorate Control and Line Number for the assignment.
- (9) REC TYP—Record Type. Appears as “G” for gain or “L” for loss.
- (10) MPC—Military Personnel Class. Appears as “E” for enlisted.
- (11) REQN MOS—Military Occupational Specialty. The MOS required for the assignment.
- (12) ASI—Additional Skill Identifier. The ASI required for the assignment.
- (13) LNG—Language Identifier. The language required for the assignment.
- (14) PAY GRD—Pay Grade. The pay grade required for the assignment.
- (15) REQUIR DATE YYMM—Requirement Data. The data requested for the assignment.
- (16) SEX—The sex required for the assignment.

Figure 7-18. Instructions for File Purge—Continued

- (17) SIR—Security Investigation Required. The SIR required for the assignment.
- (18) PSS—Position Personnel Security Status. The one character alpha code that reflects the highest level of personnel security eligibility (For access to classified defense information) required for a special duty position.
- (19) PSR—Position Personnel Security Requirement. The one-character alpha data element describing the unique personnel security requirement for a specific duty position.
- (20) UPC B—Unit Processing Code B. Appears as the losing UPC for gains and gaining UPC for losses.
- (21) SSN—Social Security Number. The social security number of the individual.
- (22) NAME, INDIVIDUAL—The name of the individual.
- (23) MOS—Military Occupational Specialty. The Primary MOS of the individual.
- (24) ASI—Additional Skill Identifier. The ASI of the individual.
- (25) LNG—Language Identifier. The language identifier code of the individual.
- (26) PAY GRD—Pay Grade. The pay grade of the individual.
- (27) ARR DTE YYMM—The arrival date of the individual.
- (28) SEX—The sex of the individual.
- (29) SIC—Security Investigation Completed. The one-character alpha only code describing the type of personnel security investigation which was finalized on an individual.
- (30) PDS—Department Determined Personnel Security Status. The one-character alpha only code to reflect the highest level of personnel security eligibility (For access to classified defense information) granted on a final basis by the departmental central clearance facility based on the scope of a valid personnel security investigation on record.
- (31) SII—Personnel Security Investigation initiated. A one-character alpha code reflecting the type of personnel security investigation which was started on an individual.
- (32) PRP—Personnel Reliability Program Assignment Status. A one character alpha code describing the individual's standing relative to training and duty under the nuclear, chemical and automatic data processing personnel reliability program.
- (33) CAP CYC NP—The CAP Cycle Number of the original assignment.
- (34) PROC DATE—Processed Date. The date of the last transaction to the assignment.
- (35) TRANS CODE—Transaction Code. Appears as "A" for assignment, "D" for deletion, "F" for deferment "C" for cancelled requisition held on file, or "R" for requisition.
- (36) REMARKS—Remarks relating to assignment instruction File Purge.
- (37) ENLISTED GAINS—This action identifies all enlisted gains.
- (38) ENLISTED LOSSES—This section identifies all enlisted losses.
- (39) XX—This column identifies the Reason Code for a deletion or deferment request by the losing unit.
- (40) XXXXXX—This column identifies the YYMMDD of a request for deletion or deferment by the losing unit.
- (41) INPUT SAIF RECORDS XXXXX—The total number of SIDPERS Assignment Instruction File records input to this report.
- (42) PURGED FROM FILE XXXXX—The total number of records that were purged from the SIDPERS Assignment Instruction File.
- (43) OUTPUT SAIF RECORDS XXXXX—The total number of records held on the SIDPERS Assignment Instruction File.

Figure 7-18. Instructions for File Purge

1	2	3	4	5	6
PREPARED YY MM DD PCN: AAC-T07	ASSIGNMENT INSTRUCTION FILE PURGE		CD YY MM DD SCN XX PAGE XXXX		
UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXX	MC XX DA-CODES-ASG XX STATUS XX AREAX XXX UIC W XXX XX UPC XXXX ANALYST X RPT SEQ CODE XXX				
PFA XX					
SEQUENCE OPTION XXXXXX CODE XXX					
8	9	10	11	12	13
EPD	REC	P	REQ	S	M
CTL-LINE	TYP	C	MOS	I	G
14	15	16	17	18	19
REQUIR	S	S	P	P	20
DATE	E	I	S	S	UPC
21	22	23	24	25	26
SSAN	NAME, INDIVIDUAL	MOS	I	G	CD YY-MM X C S I P
27	28	29	30	31	32
ARR	S	S	P	S	P
33	34	35	36	37	38
CAP	PROC	T	NO	DATE	C
REMARKS					
37 ENLISTED GAINS					
XXX-XXXX X X XXXXX XX XX X XX-XX X X X X XXXXX XXX-XX-XXXX XXXXXXXXXXXXXXXXXXXX XXXXX XX XX X XX-XX X X X X X X XXX XXXXX X XXXXX					
XXX-XXXX X X XXXXX XX XX X XX-XX X X X X XXXXX XXX-XX-XXXX XXXXXXXXXXXXXXXXXXXX XXXXX XX XX X XX-XX X X X X X X XXX XXXXX X XXXXX					
38 ENLISTED LOSSES					
XXX-XXXX X X XX XXXXX XXX-XX-XXXX XXXXXXXXXXXXXXXXXXXX XXXXX XX XX X XX-XX X X X X X X XXX XXXXX X XXXXX					
XXX-XXXX X X XX XXXXX XXX-XX-XXXX XXXXXXXXXXXXXXXXXXXX XXXXX XX XX X XX-XX X X X X X X XXX XXXXX X XXXXX					
41 INPUT AIF RECORDS:XXXXX					
42 PURGED AIF RECORDS:XXXXX					
43 OUTPUT AIF RECORDS:XXXXX					

Figure 7-18. Sample of Assignment Instruction File Purge

1	2	3	4	5	6
PREPARED XX XXXXX PCN: AAC-C64	ENLISTED LEVY STATUS REPORT		CD XX XXX XX SCN XX PAGE XXXX		
7 PFA XX	AS OF CAP III CYCLE XX				
8	9	10	11	12	13
NAME	SSN	LINE NO.	LANG	CY	DTE C
14	15	16	17	18	19
T	ARR	RC	ALOS	UPC	D
20	21	22	23	24	25
R	PHOS/ASI/	E	TERM	ETS	DYST
26	27	28	29	30	31
S	PROFILE	C	PROC	NOTES	
XXXXXXX XXX-XX-XXXX XXXXXX XXXXXXXX X XXXX XX XXXXX XXXX X XXXXXXXX XXXX X XXXX XXXX XXX XXXXX X XXXXXXXXXXXXXXXX					
NOTE A- X,XXX ASSIGNMENTS RECEIVED OVER 1 MONTH AGO FOR WHICH NO ACTION HAS BEEN TAKEN					
NOTE B- X,XXX ASSIGNMENTS WITHIN 3 MONTHS OF OR PAST, ARRIVAL DATE FOR WHICH NO ACTION HAS BEEN TAKEN					
NOTE C- X,XXX DELETION/DEFERMENT SUSPENSE RESPONSE FROM MILPERCEN IS DUE					
NOTE D- X,XXX SERVICE MEMBER HAS 19 YEARS 6 MONTHS ACTIVE FEDERAL SERVICE					
NOTE E- X,XXX AIRBORNE ASSIGNMENT					
NOTE F- X,XXX SPECIAL MANAGEMENT COMMAND ASSIGNMENT					
NOTE G- X,XXX SERVICE MEMBER AREA CODE OTHER THAN L					
NOTE H- X,XXX SERVICE MEMBER'S STATUS OTHER THAN PDY					
NOTE I- X,XXX SERVICE MEMBER HAS BERLIN ASSIGNMENT					
NOTE J- X,XXX SERVICE MEMBER HAS ETS OF LESS THAN TWELVE MONTHS					
NOTE K- X,XXX THIS PHOS AND ASCMT MOS ARE NOT COMPATIBLE					
NOTE L- X,XXX SERVICE MEMBER HAS EXCEEDED ASSIGNMENT MONTH, IS STILL PDY WITH NO ACTION PENDING					
NOTE M- X,XXX RECORD STATUS CODE OTHER THAN "A"					
NOTE N- X,XXX SERVICE MEMBER HAS PHYSICAL PROFILE OF "3" OR HIGHER					
XX,XXX TOTAL LOSS RECORDS					

Figure 7-19. Sample Format for Enlisted Levy Status Report

Explanation of item

- (1) PREPARED—The date the report was prepared.
- (2) PCN: AAC-C64—The SIDPERS Production Control Number of the report.
- (3) ENLISTED LEVY STATUS REPORT—The title of the report.
- (4) CD—Cycle Date. The "as of" date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The two-character code that identifies the month and day the report was prepared by the Data Processing Installation.
- (6) PAGE—The page number of the report.

Figure 7-19. Sample Format for Enlisted Levy Status Report—Continued

- (7) PPA XX—The PERSINS Processing Activity code.
- (8) NAME—The name of the individual.
- (9) SSN—Social Security Number. The social security number of the individual.
- (10) EPD CTL & LIN—The Enlisted Personnel Management Directorate Control and Line Number of the assignment.
- (11) ASGMNT MOS/ASI/LNG—The MOS/Additional Skill Identifier/Language required for the assignment.
- (12) CAP III CY—CAP III cycle.
- (13) CY DTE—Date of CAP III cycle.
- (14) TC—Transaction Code.
- (15) ARR DATE—Arrival Date. The date the individual is scheduled to arrive.
- (16) RC—Reason Code. The reason code identifying the reason deletion or deferment was requested.
- (17) ALOS—Anticipated Date of Loss (DLOS). The date the individual is scheduled to depart.
- (18) UPC—Current UPC. The UPC of the current unit.
- (19) GRD—Grade of the individual.
- (20) PMOS/ASI/LANG ID—Military Occupational Specialty/Additional Skill Identifier/Language Identity of the individual.
- (21) BASD—Basic Active Service Date. The BASD of the individual.
- (22) AEA Code—Assignment Eligibility and Availability Code.
- (23) AEA TERMINATION DATE—Assignment Eligibility and Availability Code termination date.
- (24) ETS—Expiration of Term of Service. The ETS of the individual.
- (25) DYST—Duty Status.
- (26) PROFILE—Individual profile.
- (27) RSC—Record Status Code.
- (28) PROC NOTE—Processing Notes.

Figure 7-19. Sample Format for Enlisted Levy Status Report

Explanation of item

- (1) PREPARED—The date the report was prepared.
- (2) PCN: AAC-C79—The SIDPERS Production Control Number of the report.
- (3) ASSIGNMENT INSTRUCTION FILE LISTING—The title of the report.
- (4) CD—Cycle Date. The “as of” date of the SIDPERS Processing cycle that produced the report.
- (5) SCN—Shipment Control Number. The two-character code that identifies the month and day the report was prepared by the Data Processing Installation.
- (6) PAGE—The page number of the report.
- (7) PPA XX—The PERSINS Processing Activity code.
- (8) EPD CTL-LINE—The Enlisted Personnel Management Directorate Control and Line Number of the assignment.
- (9) TYP—Record Type. Appears as “G” for gain or “L” for loss.
- (10) MPC—Military Personnel Class. Appears as “E” for enlisted.
- (11A) MOS—Military Occupational Specialty. The MOS required for the assignment. (Appears on “gains” only.)
- (11B) RC—Reason Code. The two-character code from the “DLOS” SIDPERS transaction. (Appears on “losses” only.)
- (12) ASI—Additional Skill Identifier. The ASI required for the assignment.

Figure 7-20. Instructions for File Listing—Continued

- (13) LNG—Language. The language identifier code required for the assignment.
- (14) PAY GRD—Pay Grade. The pay grade required for the assignment.
- (15) REQ DATE YYMM—The date requested for the assignment.
- (16) SRQD—Security Investigation Required. Personnel Security Investigation Required. The one character numeric data element describing the type of personnel security investigation which is needed for a specific duty position.
- (17) SPSTA—Position Personnel Security Status. The one character alpha code reflects the highest level of personnel security eligibility (for access to classified defense information) required for specific duty position.
- (18) SRQMT—Position Personnel Security Requirement. The one character alpha data element describing the unique personnel security requirement for a specific duty position.
- (19) SEX—The sex required for the assignment.
- (20) UPC A—Unit Processing Code A. For gains, the UPC of the gaining unit; for losses, the UPC of the losing unit.
- (21) UPC B—Unit Processing Code B. For gains, the UPC of the losing unit; for losses, the UPC of the gaining unit.
- (22) SSN—Social Security Number. The social security number of the individual.
- (23) NAME, INDIVIDUAL—The name of the individual.
- (24) MOS—Military Occupational Specialty. The MOS in which the individual is being assigned.
- (25) ASI—Additional Skill Identifier. The ASI of the individual.
- (26) LNG—Language identifier. The language identifier of the individual.
- (27) PAY GRD—Pay Grade. The pay grade of the individual.
- (28) ARR DATE YYMM—The date the individual is scheduled to arrive at the gaining unit.
- (29) SCOMP—Personnel Security Investigation Completed. The one character alpha only code describing the type of personnel security investigation which was finalized on the individual.
- (30) SDETM—Department Determined Personnel Security Status. The one character alpha only code will reflect the highest level of personnel security eligibility (for access to classified defense information) granted on a final basis by the departmental central clearance facility based on the scope of a valid personnel security investigation on record.
- (31) SINIT—The one character alpha code reflects the type of personnel security investigation which was started on the individual.
- (32) SPRP—The one character alpha code describes the individual's standing relative to training and duty under the nuclear, chemical, and automatic data processing personnel reliability programs.
- (33) SEX—The sex of the individual.
- (34) CAP CYC NO—The CAP Cycle Number of the last transaction to the assignment.
- (35) PROC DATE—Processed Date. The date the last transaction to the assignment was processed.
- (36) SPF TRAN CODE—Transaction Code. Appears as "A" for assignment, "D" for disapproved deletion request, "F" for deferment, "C" for cancelled requisition, and "R" for unfilled requisition.
- (37) SPF UPC 1—Unit Processing Code of the present unit matching a SIDPERS Personnel File Record.
- (38) SPF POS NO—Position Number identifying a particular slot within a paragraph and line number obtained from a matching SIDPERS Personnel File Record.
- (39) SPF DUTY STATUS—The current duty status of the individual from a matching SIDPERS Personnel File Record.
- (40) SPF RECORD STATUS—A code from a matching SIDPERS Personnel File record that identifies an active or inactive record.
- (41) XXXXX—Appears as YYMMDD identifying date "DLOS" SIDPERS transaction submitted. (Appears on "losses" only.)
- (42) REC TYPE G XXXXX—The total number of potential gaining records in the report.
- (43) REC TYPE L XXXXX—The total number of potential losing records in the report.
- (44) SPF MAT XXXXX—The total number of SIDPERS Personnel File records that match either potential gaining or losing records in the report.

Figure 7-20. Instructions for File Listing

1	2	3	4	5	6
PREPARED YY MM DD	PCN: AAC C79 17	ASSIGNMENT INSTRUCTION FILE LISTING	29 30	CD YY MM DD	SCN XX PAGE XXXX
PFA XX	16 SS 18		SSS		
7	9 10	12 13 14 15 SPR	25 26 27 28	CDIS 32 34	36
8	T M 11A	A L P REQ RSQ S 20	A L P ARR OENP S CAP	35	S P F D A T A R
EPD	Y P MOS	S N G DATE QTM E UPC	S N G DATE MTIR E CYL PROC	T	UPC POS D/S S
CTLLINE P C	RC	I G D YYMM DAT X A	I G D YYMM PMTP X NO	DATE C	1 NO 39 C
		19	31 33		37 38 40
XXX XXXX X X	XXXXX XX XX X	XXXXX XXX X XXXX XXXXX XXX-XX-XXXX	XXXXXXXXXXXXXXXXXXXX	XXXXX	XX XX X XXXX XXXX X XX XXXXXX X XXXXX XXXX XXX X
XXX XXXX X X	XX	41 XXXXXX	XXXXX XXXXX XXX-XX-XXXX	XXXXXXXXXXXXXXXXXXXX	XXXXX XXXX XXX X
42 REC TYP C	XXXXX	43 REC TYPE L	XXXXX	44 SPF MAT	XXXXX

Figure 7-20. Sample of Assignment Instruction File Listing

Explanation of item

- (1) PREPARED—The date the report was prepared.
- (2) PCN: AAC-C13—The Production Control Number of the report.
- (3) LOSS ROSTER—The title of the report.
- (4) CD—Cycle Date. The “as of” date of the SIDPERS processing cycle that produced the report.
- (5) SCN—Shipment Control Number. A two-character code that identifies the month and day the report was prepared by the Data Processing Installation (DPI).
- (6) PAGE—The page number of the report.
- (7) UNIT—The name of the unit.
- (8) MC—Mail Code. A code assigned by the SIDPERS Interface Branch (SIB) that identifies the Personnel Service Company (PSC) that services the unit.
- (9) DA CODES ASG—A code indicating the major command (MACOM) to which the unit is assigned.
- (10) STATUS—Status Code. A code used to classify the status of Active Army organizations, personnel and equipment. (AR 680–29)
- (11) AREAX—Location Code. A code used to identify the location of a unit. If the unit is located in CONUS, the first position represents the Army area and the next two positions the state in which the unit is located. If the unit is located overseas, the “Location Code” represents the abbreviation of the country in which the unit is located. (AR 680–29)
- (12) UIC W—Unit Identification Code. Consists of the Service Designator (“W” meaning Army), the Parent Unit Designator and the Subunit/Descriptive Designator.
- (13) UPC—Unit Processing Code. Consists of the Parent Unit Designator and the Subunit/Descriptive Designator.
- (14) ANALYST—Analyst Code. A code assigned by the SIB to group certain units in order to assign a group of units to a specific analyst in the SIB.
- (15) RPT SEQ CODE—Report Sequence Code. A code assigned by the SIB to group units in a desired sequence for report purposes.
- (16) PPA—PERSINS Processing Activity. (AR 680–29)
- (17) NAME—The name of the individual.
- (18) SSN—Social Security Number. The individual’s Social Security Number.
- (19) GRD—Grade. The abbreviation of the grade in which the individual is currently servicing. (AR 680–29)
- (20) LOSS DATE YYMMDD—Loss Date Year, Month, and Day. The date the individual will be a loss to the unit will be shown. Additionally, area of residence will be shown for non-CONUS residents. (AR 680–29)
- (21) TYPE LOSS—The reason an individual will be a loss to the unit. For CONUS residents. ETS/ESA or A/LOSS (Anticipated Date of Loss, also known as DLOS); for OCONUS, DEROS or ETS/ESA.
- (22) 30 DAY—The projected loss of individuals under this heading will occur within the period 0 to 30 days from the cycle date.

Figure 7-21. Instructions for Loss Roster Part I—Continued

60 DAY—The projected loss of individuals under this heading will occur within the period 31 to 60 days from the cycle date.
 90 DAY—The projected loss of individuals under this heading will occur within the period 61 to 90 days from the cycle date.
 120 DAY—The projected loss of individuals under this heading will occur within the period 91 to 120 days from the cycle date.
 150 DAY—The projected loss of individuals under this heading will occur within the period 121 to 150 days from the cycle date.
 180 DAY—The projected loss of individuals under this heading will occur within the period 151 to 180 days from the cycle date.
 270 DAY—The projected loss of individuals under this heading will occur within the period 241 to 270 days from the cycle date.
 300 DAY—The projected loss of individuals under this heading will occur within the period 271 to 300 days from the cycle date.

Figure 7-21. Instructions for Loss Roster Part I

PREPARED ON APP 21 PCN: AAC-C13 UNIT: N3VB HQ USA FORSCOM PPA LJ										LOSS ROSTER MC BR DA CODES-AS FC STATUS CO APEAX IGA LIC W JVB AA UPC 318AA ANALYST M PPT SEC CCCE AAA PPA LJ										CC TS DEC 01 SCH LA PAGE 20 318AA ANALYST M PPT SEC CCCE AAA PPA LJ									
NAME SSN GND LOSS DATE TYPE LCSS										NAME SSN GND LOSS DATE TYPE LCSS										NAME SSN GND LOSS DATE TYPE LCSS									
30 DAY	COMLME	CUMFIRSTNME	HSECCND	262-48-9009	LTC	75-05-02	A/LOSS			COMLME	CCWFIRSTNME	HSECCND	261-70-2055	SGT	75-05-14	A/LOSS					COMLME	CCWFIRSTNME	HSECCND	261-70-2055	SGT	75-05-14	A/LOSS		
	BOTLME	BTFIRSTNME	TSECCND	246-42-9103	SGM	75-05-15	A/LCSS			BOTLME	CCWFIRSTNME	HSECCND	276-56-4772	SP4	75-05-15	A/LCSS					BOTLME	CCWFIRSTNME	HSECCND	276-56-4772	SP4	75-05-15	A/LCSS		
	AMELME	AMEFIRSTNME	ESECCND	124-28-8257	MAJ	75-10-28	A/LOSS			AMELME	EYFFIRSTNME	FSECCND	490-01-7573	SGT	75-11-02	ETS					AMELME	EYFFIRSTNME	FSECCND	490-01-7573	SGT	75-11-02	ETS		
	FTSLME	FTSFIRSTNME	SSECCND	550-62-7361	MSG	75-11-02	ETS			FTSLME	EFCFIRSTNME	CSECCND	485-48-6434	MSG	75-11-29	ETS					FTSLME	EFCFIRSTNME	CSECCND	485-48-6434	MSG	75-11-29	ETS		
	FPTLME	FPTFIRSTNME	TSECCND	540-38-8254	LTC	75-11-29	A/LCSS			FPTLME	BCLFIRSTNME	USECCND	246-44-2356	Cb2	75-11-30	A/LCSS					FPTLME	BCLFIRSTNME	USECCND	246-44-2356	Cb2	75-11-30	A/LCSS		
	EKQLME	EKQFIRSTNME	CSECCND	420-48-2576	LTC	75-11-30	A/LCSS			EKQLME	DCGFIRSTNME	GSECCND	267-64-5075	SSG	75-12-09	A/LCSS					EKQLME	DCGFIRSTNME	GSECCND	267-64-5075	SSG	75-12-09	A/LCSS		
	ASJLME	ASJFIRSTNME	JSECCND	190-30-1396	MAJ	75-12-15	A/LCSS			ASJLME	ALGFIRSTNME	HSECCND	212-36-7287	MAJ	75-12-31	A/LCSS					ASJLME	ALGFIRSTNME	HSECCND	212-36-7287	MAJ	75-12-31	A/LCSS		
	CBHLME	CBHFIRSTNME	HSECCND	255-52-5111	LTC	75-12-31	A/LCSS			CBHLME	FTAFIRSTNME	ASECCND	547-48-5302	MAJ	75-12-31	A/LCSS					CBHLME	FTAFIRSTNME	ASECCND	547-48-5302	MAJ	75-12-31	A/LCSS		
	ABFLME	ABFFIRSTNME	FSECCND	007-38-5313	MAJ	76-01-01	A/LCSS			ABFLME	CHANGE FIRST		072-38-8152	MAJ	76-01-01	A/LCSS					ABFLME	CHANGE FIRST		072-38-8152	MAJ	76-01-01	A/LCSS		
	COVLME	ECVFIRSTNME	VSECCND	424-60-9011	CPT	76-01-01	A/LOSS			COVLME	FBLFIRSTNME	LSECCND	450-72-8524	SFC	76-01-04	ETS					COVLME	FBLFIRSTNME	LSECCND	450-72-8524	SFC	76-01-04	ETS		
	AYCLME	AYCFIRSTNME	CSECCND	224-50-7591	SFC	76-01-04	ETS			AYCLME	CCWFIRSTNME	HSECCND	261-70-2055	SGT	76-01-14	ETS					AYCLME	CCWFIRSTNME	HSECCND	261-70-2055	SGT	76-01-14	ETS		
	BNTLME	BNTFIRSTNME	TSECCND	253-44-3046	LTC	76-01-15	A/LCSS			BNTLME	CPGFIRSTNME	GSECCND	260-70-5453	SSG	76-01-15	A/LOSS					BNTLME	CPGFIRSTNME	GSECCND	260-70-5453	SSG	76-01-15	A/LOSS		
	FOCLME	FOCFIRSTNME	CSECCND	528-58-4210	SG	76-01-15	A/LCSS			FOCLME	DAYFIRSTNME	YSECCND	220-58-4803	SSG	76-01-16	ETS					FOCLME	DAYFIRSTNME	YSECCND	220-58-4803	SSG	76-01-16	ETS		
	DEFLME	DEFFIRSTNME	FSECCND	279-50-0430	SGT	76-01-16	A/LCSS			DEFLME	ACKFIRSTNME	HSECCND	147-24-1135	MAJ	76-01-20	A/LOSS					DEFLME	ACKFIRSTNME	HSECCND	147-24-1135	MAJ	76-01-20	A/LOSS		
	ARKLME	ARKFIRSTNME	KSECCND	181-34-1106	SGT	76-01-25	ETS			ARKLME	CAYFIRSTNME	YSECCND	295-34-5285	SGM	76-01-31	A/LCSS					ARKLME	CAYFIRSTNME	YSECCND	295-34-5285	SGM	76-01-31	A/LCSS		
	AQRLME	AQRFIRSTNME	RSECCND	175-34-5306	SSG	76-02-03	ETS			AQRLME	DKJFIRSTNME	JSECCND	314-46-6342	SSG	76-02-12	ETS					AQRLME	DKJFIRSTNME	JSECCND	314-46-6342	SSG	76-02-12	ETS		
	EGMLME	EGMFIRSTNME	HSECCND	243-38-6618	SFC	76-02-22	A/LCSS			EGMLME	CAYFIRSTNME	YSECCND	295-34-5285	SGM	76-02-25	ETS					EGMLME	CAYFIRSTNME	YSECCND	295-34-5285	SGM	76-02-25	ETS		
	BGCLME	UGOFIRSTNME	OSECCND	011-01-0158	SFC	76-03-01	A/LCSS			BGCLME	DNAFIRSTNME	ASECCND	320-30-2316	PAJ	76-03-01	A/LCSS					BGCLME	DNAFIRSTNME	ASECCND	320-30-2316	PAJ	76-03-01	A/LCSS		
	BHELME	BHFFIRSTNME	ESECCND	236-80-3929	SGT	76-03-06	A/LOSS			BHELME	BRCFIRSTNME	CSECCND	249-38-2765	PSG	76-03-07	ETS					BHELME	BRCFIRSTNME	CSECCND	249-38-2765	PSG	76-03-07	ETS		
	ANZLME	ANZFIRSTNME	ZSECCND	220-34-6686	SFC	76-03-23	ETS			ANZLME	FGSFIRSTNME	SSECCND	480-50-8217	SSG	76-03-24	ETS					ANZLME	FGSFIRSTNME	SSECCND	480-50-8217	SSG	76-03-24	ETS		
	CJQLME	CJCFIRSTNME	CSECCND	258-92-4762	SGT	76-03-25	ETS			CJQLME	DCPFIRSTNME	PSECCND	372-50-2514	SSG	76-03-25	ETS					CJQLME	DCPFIRSTNME	PSECCND	372-50-2514	SSG	76-03-25	ETS		
	ADPLME	ADPFIRSTNME	PSECCND	032-05-9758	COL	76-03-31	ESA			ADPLME	EAUFIRSTNME	USECCND	423-70-2334	CPT	76-04-01	ESA					ADPLME	EAUFIRSTNME	USECCND	423-70-2334	CPT	76-04-01	ESA		

Figure 7-21. Sample Format for Loss Roster—Part I

PREPARED 08 APR 21 PCA: AAC-C13
PPA LJ

LOSS ROSTER

CD 16 DEC 01 SCH LA PAGE 28

LESS ACTION SUMMARY BY PAUL CODE: 00

MPC	TYPE LOSS	SVC COMP	30 DAYS	60 DAYS	90 DAYS	120 DAYS	150 DAYS	180 DAYS	270 DAYS	300 DAYS
(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)
C	ESA	REGULAR	9							
E	ETS	REGULAR	217	1	1	3	1	3		2
C	ESA	TEMPORARY	4							
E	ETS	TEMPORARY	19			1			1	
O	ESA	RESERVE	12							
W	ESA	RESERVE	4							
E	ETS	RESERVE	26							
C	ESA	NATL GUARD	5							
E	ETS	NATL GUARD	23				1		1	
O	TOTAL ESA LOSS		16							
W	TOTAL ESA LOSS		3							
E	TOTAL ETS LOSS		262	1	1	4	2	3	2	2
O	TOTAL ANTICIP LOSS		15							
W	TOTAL ANTICIP LOSS		1							
E	TOTAL ANTICIP LOSS		25							
C	TOTAL DEROS LOSS		1							
TOTAL LOSSES			321	1	1	4	2	3	2	2

Figure 7-22. Sample Format for Loss Roster—Part 2 Personnel Loss Summary

Explanation of item

- (1)–(16) EXPLANATION OF ITEMS 1–16 ARE THE SAME AS IN FIGURE 7-21.
- (17) LOSS ACTION SUMMARY BY (MC or RSC)—The subtitle of the report.
- (18) MPC—Military Personnel Class. (AR 680-29)
- (19) TYPE LOSS—The reason an individual will be a loss to the unit. For CONUS residents, ETS/ESA or A/LOSS (Anticipated Date of Loss, also known as DLOS); for OCONUS, DEROS or ETS/ESA.
- (20) SVC COMP—Service Component.
- (21) 30 DAY—The projected loss period 0 to 30 days from the cycle date.
- (22) 60 DAY—The projected loss period 31 to 60 days from the cycle date.
- (23) 90 DAY—The projected loss period 61 to 90 days from the cycle date.
- (24) 120 DAY—The projected loss period 91 to 120 days from the cycle date.
- (25) 150 DAY—The projected loss period 121 to 150 days from the cycle date.
- (26) 180 DAY—The projected loss period 151 to 180 days from the cycle date.
- (27) 270 DAY—The projected loss period 181 to 270 days from the cycle date.
- (28) 300 DAY—The projected loss period 271 to 300 days from the cycle date.

Figure 7-22. Sample Format for Loss Roster—Part 2 Personnel Loss Summary

Chapter 8 Mobilization Processing

Section I Overview

8-1. M-Day

For purposes of this regulation, M-Day is the day the Secretary of Defense directs mobilization based on a decision by the President or the Congress. This may be either full, partial, selective, or total mobilization, but does not include the two hundred thousand call up which the President may authorize independently.

8-2. Contingency Operations

For contingency operations that do not require mobilization or in the event of the two hundred thousand call up, the assignment restrictions in AR 61F30, table 3-1 apply. HQDA will modify or rescind those restrictions as appropriate under the circumstances.

8-3. Overview of the mobilization process

a. when mobilization is declared there will be a major change from peacetime to wartime assignment procedures. This will include movement of personnel to adjust unit strengths in line with Army priorities to ensure mission capability and activation of Reserve Component (USAR and ARNG) units and personnel. The force will be stabilized through use of "STOP-LOSS" and "STOP-MOVEMENT" actions. Suspension of the peacetime, by-name assignments will be replaced by a theater-shelf requisition system. Installation commanders will bring early deploying units to a mission-capable status (C-3 or higher) by using Mobilization Cross-Leveling (MCL) as a manager's tool for cross-leveling. However, assignments or transfers between MACOMs will be on a one-for-one basis and be directed by PERSCOM. Assets available to the commander will include all installation personnel not in fenced units and incoming reserve component unit and nonassigned personnel. Also late deploying or nondeploying units may be drawn-down to allow early deploying units to be brought up to mission-capable status.

b. All Reserve Component personnel and retiree recalls will be considered active component once they are mobilized or recalled. Retirees who are not RT-12 personnel (released within past 12 months) are preassigned and may be used only in non-deployable status. RT-12 personnel are considered trained are available to deploy as fillers or casualty replacements to a theater of operations. Individual Ready Reserve (IRR) members that are preassigned to installations but not to specific positions are to be used as fillers, cadre, and replacements for the CONUS base and deploying units. Reserve Component units are mobilization station assets for cross-leveling. Individual Mobilization Augmentees (IMA) members are pre-selected, trained and assigned to occupy authorized Active Army MOBTDA or MOBTOE position.

c. Detailed guidance on mobilization planning is contained in DA Pam 600 41

Section II Policies

8-4. Initial entry training required for officers and warrant officers

Title 10, United States Code, Section 671, (10 USC 671) provides that no member of an Armed Force may be assigned to active duty on OCONUS land and its territories and possessions until the soldier has completed basic training requirements. In time of war or a national emergency declared by Congress or the President, the period of required basic training or its equivalent may not be less than 12 weeks. Equivalent training is defined below.

a. Commissioned officers.

(1) Basic branch commissioned officers, including Medical Service Corps (MS) BR 67-68, must complete either an officer basic course (preferably for their designated branch or specialty) or a

branch material officer candidate course as part of their precommissioning training.

(2) Special branch commissioned officers (less MSC BR 67-68) must complete an appropriate AMEDD, JAGC, or Chaplain (Phase II) officer basic orientation.

b. Warrant officers (WE). Basic branch WO must complete enlisted BT, WO entry course, and the appropriate WO technical certification course.

8-5. Initial entry training required for enlisted soldiers

Enlisted soldiers without prior service who have not received the training discussed below will not be assigned OCONUS or its possessions. (These possessions include Puerto Rico, the Virgin Islands, Guam, and American Samoa.)

a. Soldiers inducted under the Military Selective Act may receive initial entry training (IET), BT, AIT, one-station unit training, or on-the-job training. Total training must not be less than 12 weeks.

b. All others may be assigned overseas when they have received either 12 weeks of IET or basic training. Equivalent training is BT plus initial skill training in the soldier's MOS. To ensure that only well-trained soldiers are sent overseas, an MOS will be awarded only if standards are met. No course will be redesigned solely for reducing time spent in training. Members of the Active Army, ARNG; and USAR on active duty (not active duty for training) earn the equivalent of 12 weeks of IET when they complete the full BT and are awarded an MOS by any of the following:

(1) Active duty MOSC producing schools or training centers.

(2) Formal schools or training supervised by the ARNG or USAR and approved by the U.S. Army Training and Doctrine Command (TRADOC).

(3) Civilian contractors approved by TRADOC.

(4) The Civilian Acquired Skills Program (CASP). (See AR 601-210 or NOR 600-200. Soldiers in this Reserve Components program complete tight weeks BT followed by MOS prerequisite training as required for the MOS. The minimum period is dependent upon the length of prerequisite training.)

c. To meet the minimum requirements for assignments overseas discussed in b(1) and (2) above, training begins the day the soldier starts reception station processing. Except for leave and travel time, training continues through fill or maintenance week activities, and IET. In this regard, a limit of 3 days at the reception station (or the number of processing days authorized in AR 612-201) is established.

Appendix A References

Section I Required Publications

AR 310–10

Military Orders. (Cited in paras 2-5, 5-5, Table 5-2, 6-2b.)

AR 600–8

Military Personnel Operations. (Cited in paras 1-1a and 1-11.)

AR 600–290

Passports and Visas. (Cited in paras 4-5 and 5-3.)

AR 614–30

Oversea Service. (Cited in paras 1-13, 4-14, Table 2-65, Table 4-8, 8-2.)

AR 614–100

Officers Assignment Policies, Details, and Transfers. (Cited in para 1-14.)

AR 614–200

Selection of Enlisted Soldiers for Training and Assignment. (Cited in paras 1-13, 2-22 and 6-2b.)

AR 680–29

Military Personnel, Organization, and Type of Transaction Codes. (Cited in paras 2-5, 4-14, 5-10, Table 5-4.)

JFTR

Joint Federal Travel Regulation. (Cited in paras 4-4, 4-8, 4-24, 4-25, Table 4-10, 4-26, 5-6, Table 5-2, 6-2b.)

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 37–26

Accounting and Reporting for Travel and Transportation Furnished by Military Airlift Command (MAC)

AR 37–106

Finance and Accounting for Installations: Travel and Transportation Allowances

AR 40–501

Standards of Medical Fitness

AR 50–5

Nuclear and Chemical Weapons and Material--Nuclear Surety

AR 50–6

Nuclear and Chemical Weapons and Material, Chemical Surety

AR 55–28

Port Call Procedures for Passenger Movements

AR 55–46

Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Oversea Areas

AR 55–71

Transportation of Personal Property and Related Services

AR 135–100

Appointment of Commissioned and Warrant Officers of the Army

AR 135–175

Separation of Officers

AR 190–47

The U.S. Army Correctional System

AR 220–10

Preparation for Oversea Movement of Units (POM)

AR 380–67

The Department of the Army Personnel Security Program

AR 525–13

Army Terrorism Counteraction Program

AR 600–8–2

Suspension of Favorable Personnel Actions (Flags)

AR 600–9

The Army Weight Control Program

AR 600–20

Army Command Policy

AR 600–43

Conscientious Objection

AR 600–50

Standards of Conduct for Department of the Army Personnel

AR 600–83

The New Manning System--Cohort Unit Replacement System

AR 600–85

Alcohol and Drug Abuse Prevention and Control Program

AR 600–240

Marriage in Oversea Commands

AR 601–210

Regular Army and Army Reserve Enlistment Program

AR 601–280

Total Army Retention Program

AR 604–10

Military Personnel Security Program

AR 608–1

Army Community Service Program

AR 608–61

Application for Authorization to Marry Outside of the United States

AR 611–85

Selection of Enlisted Volunteers for Training as Aviation Warrant Officers

AR 611–110

Selection and Training of Army Aviation Officers

AR 611–201

Enlisted Career Management Fields and Military Occupational Specialties

AR 612–11

The Army Sponsorship Program

AR 612–201

Processing, Control, and Distribution of Personnel at U.S. Army Reception Battalions and Training Centers

AR 614-6

Permanent Change of Station Policy

AR 621-108

Military Personnel Requirements for Civilian Education

AR 630-5

Leave and Passes

AR 635-100

Officer Personnel

AR 635-120

Officer Resignations and Discharges

AR 635-200

Enlisted Personnel

AR 640-3

Identification Cards, Tags, and Badges

DA PAM 351-4

Army Formal Schools Catalog

DA Pam 600-8-10

Management and Administrative Procedures Individual Assignment and Reassignment Procedures.

DA PAM 600-41

Military Personnel Managers Mobilization Handbook

DA Pam 612-1

The Army Sponsorship Program

NGR 600-200

Enlisted Personnel Management

Section III**Prescribed Forms****DA Form 4036-R**

Medical and Dental Preparation for Oversea Movement. (Prescribed in paras 2-3b(3), 2-7b(3), 2-30, 3-4c(3), 3-9, 4-12, 4-13.)

DA Form 4787-R

Reassignment Processing. (Prescribed in paras 2-7b(4), 2-30, 3-4c(4), 3-9, 4-3, 4-13, 4-14, 4-15, 4-20c, 4-21.)

DA Form 5117-R

Reassignment Control Sheet. (Prescribed in paras 2-7b(5), 2-7e, 3-4c(5), 3-4g.)

DA Form 5118-R

Reassignment Status and Election Statement. (Prescribed in paras 1-12, 1-16c, 2-7, 2-8, 2-9, 2-10, 2-11e, 2-12, 2-13d, 2-14, 2-15a, 2-17a, 2-21a, 2-29c, 4-10d, 4-11.)

DA Form 5121-R

Oversea Tour Election Statement (Prescribed in para 3-9.)

DA Form 2A

Personnel Qualification Record, Part I

DA Form 2-1

Personnel Qualification Record, Part II

DA Form 31

Request and Authority for Leave

DA Form 268

Record of Suspension of Favorable Personnel Actions

DA Form 483

Officer Assignment Preference Statement

DA Form 873

Certificate of Clearance and/or Security Documentation

DA Form 2339

Application for Voluntary Retirement

DA Form 3180-R

Personnel Screening and Evaluation Record

DA Form 3340-R

Request for Regular Army Reenlistment and Extension

DA Form 3349

Physical Profile

DA Form 3739

Application for Assignment/Deletion/Deferment for Extreme Family Problems

DA Form 4126-R

Bar to Reenlistment Certificate

DA Form 4187

Personnel Action

DA Form 4974-R

Family Care Plan

DA Form 4991-R

Declination of Continued Service Statement

DA Form 5305-R

Statement of Understanding and Responsibility

DA Form 5247-R

Request for Security Determination

DA Form 5304-R

Family Member Counseling Checklist

DA Form 5434

Request for Sponsorship

DD Form 2A

Armed Forces Identification Card

DD Form 4

Enlistment or Reenlistment Document-Armed Forces of the United States

DD Form 93

Record of Emergency Data

DD Form 173/3

Joint Message form (Blue)

DD Form 1056

Authorization to Apply for a "No Fee

DD Form 1173

Uniformed Services Identification and Privilege Card

DD Form 1610

Request and Authorization for TDY Travel of DOD Personnel

DD Form 1879

Request for Personnel Security Investigation

DD Form 1966

Record of Military Processing—Armed Forces of the United States

DIS Form 1

Report of National Agency Check--Defense Investigative Service

DSP Form 11

Passport Application

PHS Form 731

International Certificate of Vaccination

SGLV-8286

Servicemen's Group Life Insurance Election

Appendix B Reassignment Briefing

The following format is a guide for briefing soldiers for Reassignment.

Tour Election/Travel Entitlements

A move to or from an overseas location is considerably more complex than stateside moves, since many more variables must be taken into consideration. The choice of tour that you make will affect many things such as the length of tour and your entitlements for family travel and transportation of household goods at Government expense. The choices we refer to apply to areas where family members are generally authorized to accompany the soldier. Government paid travel and command sponsorship for families are not authorized to Dependent-Restricted areas of assignment. Let's take a look at the types of tour options you have.

WITH DEPENDENTS TOUR: If you think there is even a possibility that you will want to take your family with you on your overseas assignment (assuming it is not a "dependent restricted" area), you must select the tour referred to as "With Dependents." When you apply for travel of your family members to the overseas area, you will receive one of three possible travel decisions based solely on the availability of housing in the overseas area.

(1) *Concurrent Travel:* If housing is projected to be available within 60 days of your arrival in the overseas area, you will be authorized concurrent travel of your family members.

(2) *Deferred Travel:* If housing is projected to be available between 61–140 days after your arrival in the overseas area, you will be authorized deferred travel of your family members. That means your family must remain at their present location until you obtain housing for them in the overseas area.

(3) *Disapproved Travel:* If housing is not projected to be available within 140 days of your arrival in the overseas area, your request for family travel will be disapproved. As a result, your family will be authorized movement to a designated location at CONUS at Government expense. However, once you travel to the overseas area and obtain housing, your family will then be authorized to move overseas at government expense.

ALL OTHERS TOUR: The other possible tour choice is the shorter tour without family which is referred to as the "All Others" tour. If you request this tour, you will be authorized to move your family at Government expense to what is called a "designated location" which is usually the place of your choice within the Continental United States (CONUS). Under certain circumstances the designated location could be Hawaii, Alaska, Puerto Rico or a possession or territory of the United States. There is one very important point you should clearly understand before you move your family to this designated location. Once you move your family members and/or household goods to a designated location at Government expense, you will not be authorized to move them again during your entire tour in the overseas area.

Now you can see that this is a big decision and one in which the whole family should share. There is only one smart way to keep your options open. Unless you are absolutely certain that your family will not go with you or join you overseas, choose the "with dependents" tour and request deferred travel. This way you can go to the overseas location, see if it is really the best choice for your family and household goods shipped to a designated location, if you decide that this is the best way to go.

DEPENDENT RESTRICTED TOUR: There are a few duty locations for Army personnel which are referred to as "dependent restricted" tours. These areas are usually so designated because of the type of duty involved or because of the location of the assignment. If you have orders to one of these places, your family will not be allowed to accompany you and will not be command sponsored. If you choose to bring your family to the area anyway, they will likely face the hardships of being in a non-command sponsored status as well as possibly having to live some distance from your assignment. Many families have found that the hardships of such an arrangement far outweigh the hardships of a year's separation. Families often end up returning home early and in worse financial and emotional shape than when they started. The bottom line is that if you bring your family to a dependent restricted area, you will have to shoulder all the expenses of the move and your family members will not be allowed PX, commissary or dependent school privileges. Unless you are totally prepared to manage the financial and emotional strain such a decision can create, the only sensible choice is to settle your family at a designated location in CONUS for the duration of your tour. Under certain circumstances the designated location could be Hawaii, Alaska, Puerto Rico, or a possession or territory of the United States.

TOUR LENGTH FOR SINGLE SOLDIERS: If you are a single soldier, you will find that there are some overseas areas where you will also have to serve the "with dependents" tour. There are some exceptions to this rule; first-term soldiers as well as divorced soldiers paying child support may pull shorter tours.

Remaining Service Obligation

Your family members will not travel overseas at Government expense unless you have enough remaining service to serve the "with dependents" tour for the area. If you do not meet the service remaining requirements, you may overcome this disqualification by taking the appropriate action indicated below:

OFFICERS: If you are an officer with a service obligation that does not permit completion of the prescribed accompanied overseas tour, you must apply for and obtain approval of extension of active duty.

Figure B-1. Sample briefing for reassignment—Continued

ENLISTED: If you are an enlisted soldier with an established date of separation which does not permit completion of the prescribed accompanied overseas tour, you must extend or reenlist.

TDY Options for Schooling in Conjunction with PCS

If you are instructed to attend a TDY school in conjunction with your new assignment, there are several options open for your family. **OPTION 1:** Your family may remain at the present duty station in government quarters until you complete your TDY. At that time you may return to the old duty station to get the family moved.

OPTION 2: You may take your family to the new permanent duty station and be authorized up to 10 days to get them settled prior to going TDY to the school.

OPTION 3: Your family may remain at the present duty station in economy housing until you complete your TDY. At that time you may return to the old duty station to get the family moved.

OPTION 4: You may move your family to the TDY location or a designated location at personal expense. This can be a very costly option since there is no reimbursement of travel or lodging expenses involved in getting your family to the TDY location.

Exceptional Family Member Program (EFMP)

Exceptional Family Member Program is a mandatory enrollment program for soldiers who have family members with special medical and/or educational needs. Soldiers will report to the servicing medical treatment facility to initiate the enrollment process. The U.S. Total Army Personnel Command enrolls soldiers into the program and then considers their special needs during the personnel assignment process.

Married Army Couples Program

Army requirements and readiness goals are paramount when considering personnel for assignment. Married Army couples desiring joint assignment to establish a common household must request such assignment by enrolling in the Married Army Couples Program. The assignment desires of members married to other military members in order to establish common households will be fully considered. Decisions on family planning, reenlistment, and career development for married Army couples should take into consideration the Army goal of providing all qualified personnel equity in assignment. Married Army couples must be prepared to meet their military obligations regardless of assignment. Favorable consideration for a married Army couple assignment depends on valid requirements for the military skills and grades of both members in one area, career progression of both members not being adversely affected, and the married Army couple is otherwise eligible for the assignment. The needs of the service are overriding factor when considering a married Army couples assignment. Married Army couples desiring to be considered for worldwide married Army couple assignments (joint assignments) must enroll in the married Army couples program. As an exception, Army soldiers married after 1 October 1985, who enrolled in the married Army couples program, and either member receives AI within 60 days of the marriage may apply for joint assignment.

Enrollment in the married Army couples program provides consideration for married Army couples assignments consistent with valid Army requirements. Consideration is continual. When one member is being considered for reassignment, the other member will be automatically considered for assignment to the same location or area. Assignment instructions for each member will indicate whether or not a joint assignment is approved.

Homebase and Advance assignment program (HAAP)

If you are a soldier in rank of SGT through LTC (except MSG(P)/ISG(P) or SGM/CSM) and are being reassigned overseas to a dependent restricted 12 month short-tour, you will be informed of your homebase or advance assignment before leaving your current assignment.

The intent of the HAAP program is to reduce PCS costs and the number of moves made by soldiers and their families.

(1) If you want to participate in the homebase program, you must sign a written statement that you understand the intent of the program and you are expected not to use your PCS entitlements except for household goods shipped to the overseas area for your personal use. In addition, the following statement will be included in the special instructions of your PCS orders: "Soldier is participating in the homebase program and has elected to leave family members at (enter homebase location) while serving in a dependent restricted area."

(2) If you want to participate in the advance assignment program, you must sign a written statement that you understand the intent of the program and you are expected not to use your PCS entitlements except to relocate family members to a location of your advance assignment. This does not include household goods shipped to the overseas area for personal use. In addition, the following statement will be included in the special instructions of your PCS orders: "Soldier is participating in the advance assignment program and has elected to leave family members at (enter current location) or has elected to send family members to (enter advance location) while serving in a dependent restricted area."

If you decline to sign the appropriate statement or move your family members to a location other than the ones authorized under this program, you will have your HAAP reviewed and possibly cancelled by HQDA.

Family Travel Application Requirements

If you are being assigned to an overseas area where application for current travel categories 1 and 2 is authorized, you must complete and submit DA Form 4787.

(1) If you are being assigned to a category 1 travel area, your losing installation can authorize automatic concurrent travel for your family (unless you have Exceptional Family Members).

(2) If you are being assigned to a category 2 travel area, you must send DA Form 4787 to your gaining overseas commander for approval.

(3) If you have Exceptional Family Members, you must send DA Form 4787 to your gaining overseas commander for approval (regardless of the category of travel).

If you elect to serve a "with dependents" tour but do not desire to apply for concurrent travel of family members, you will be granted

Figure B-1. Sample briefing for reassignment—Continued

deferred travel of your family members by the losing installation. You will not be required to complete DA Form 4787 (unless you have Exceptional Family Members).

Passport Requirements

The Department of State strongly recommends that soldiers and their family members have a U.S. passport before travel abroad on assignment.

A passport is the most easily recognized evidence of U.S. citizenship. It could be very useful if soldiers and their family members must travel in an emergency not related to their official duties. Soldiers and their family members will need a passport for many of the countries they may want to visit as a tourist while stationed abroad.

Military family members authorized to accompany their sponsor abroad are entitled to “no fee” passports, often called “dependent” passports. Some military assignments entitle the soldier and his or her family members to official or diplomatic passports. These are also free of charge.

The passport agent located on the local military installation will assist soldiers and family members in obtaining dependent, official, and diplomatic passports. In addition to the normal passport application (DSP Form 11), photos, and primary evidence of citizenship required, soldiers and their family members will need an authorization from their sponsoring agency (DD Form 1056) when they apply for a no-fee passport.

We strongly encourage each soldier and family member traveling overseas to obtain a regular tourist passport at personal expense before departing the United States. Off-duty travel in foreign countries has become a way of life for soldiers and family members stationed overseas. Chances are they will want to take advantage of the off-duty opportunities to visit the countries surrounding their host nation. Entrance into many of these countries requires a tourist passport and a visa.

A U.S. citizen, stationed in the United States, who has never had a passport must apply in person at a U.S. passport agency or at one of the Federal or state courts or U.S. post offices authorized to accept passport applications. Getting a passport can take several weeks depending on the Department of State’s work load and the traveler’s scheduled date of departure.

If soldiers or family members stationed overseas desire to obtain a U.S. passport, they must apply in their servicing personnel office. Most personnel offices use a regular courier service to take these applications to the nearest U.S. embassy or consulate. Only in an emergency should soldiers or family members deal directly with a U.S. embassy or consulate.

The best advice that we can give to soldiers and family members is to apply for a tourist passport before they travel overseas. Department of State Consular Officials report consulate passport sections in overseas areas are overburdened with soldiers and family members applying for tourist passports for incidental off-duty travel.

The fee for a U.S. passport is \$42 for first-time applicants age 18 or older, and \$27 for those under age 18. The passport is valid for 10 years. Persons under age 18 receive a 5-year passport since their appearance changes more quickly.

HIV Testing

You must have a current (not older than six months) HIV screening on file in your medical record before you will be allowed to depart for your new duty station. This document will be checked during outprocessing.

HIV positive soldiers will not be reassigned to an overseas area.

Deletion and Deferment Application Requirements

In view of possible adverse impact on personnel readiness, granting of deferments and deletions from assignment instructions will be held to an absolute minimum. Commanders at all echelons will ensure that applications for deferments or deletions receive priority handling. Applications will be submitted under AR 600–8–11 (Reassignment), which contains provisions for officers and enlisted personnel.

Soldiers who have been alerted for assignment (and who apply for deferment or deletion) will be advised that—

- (1) The needs of the Service will be the major determining factor in approving or disapproving applications for deletion or deferment.
- (2) Once an application has been submitted, the soldier will be retained at the home station pending final decision.
- (3) All requests for deletion or deferment must be submitted within 30 calendar days of the date of the request for orders (officers) or Enlisted Distribution Assignment System cycle (enlisted). If situation did not exist at the time assignment instructions were received, deletion or deferment must be received within 10 calendar days of the occurrence of the situation. This will be enforced for all deletion or deferment requests except emergencies that arise after the above deadlines. Submission of requests for deferments or deletions do not suspend processing for deployment. When a request is not favorably considered, the available to move month remains the same unless further adjusted by the HQDA assignment authority.

Final Preparation of Oversea Replacement (POR) Clearance Requirements

Specific administrative deployment processing requirements will be checked and updated prior to individual soldier or unit movement. Requirements are described below by level of operation.

Level 1—Basic movement soldier readiness processing requirements

a. Personnel requirements.

- (1) Soldiers within 14 days of expiration of service agreement (ETS) on actual date of deployment will not deploy.
- (2) Soldiers who are required to have a Family Care Plan must have a workable plan. Unit commander determines workability.
- (3) SGLV–8286 will be reviewed or remade.
- (4) DD Form 93 (Record of Emergency Data) will be reviewed or remade.
- (5) Each soldier will wear at all times identification tags (2) with metal necklace around the neck.
- (6) Each soldier will carry at all times a current ID card (DD Form 2A).

b. Medical requirement. Soldiers who PCS to OCONUS (including Alaska and Hawaii) or deploying/going TDY OCONUS longer than 179 days require a negative HIV test no older than six months prior to the date of departure from CONUS. Soldiers on orders to deployable Ranger, SOCOM or rotating COHORT units; those being assigned to Cadet Command, USAREC or MEPCOM, and those attending military sponsored

Figure B-1. Sample briefing for reassignment—Continued

educational programs must have a negative HIV test not older than six months from their report date to the new unit. Soldiers scheduled for deployment or exercises that will not exceed 180 days must have been tested within the 24 months prior to departure. Results will be posted in medical record. Soldiers confirmed to be HIV antibody positive are nondeployable.

c. *Dental requirement.* The supporting dental activity will have on file a complete dental record for each soldier.

Level 2—Wartime movement stopper soldier readiness processing requirements

a. *Personnel requirements.*

- (1) Unless waived by the individual soldier, soldiers will not be sent to the country in which or by which held in a POW status.
- (2) Soldiers who are German aliens will not be sent to the Federal Republic of Germany. U.S./Turkish citizens will not be sent to Turkey.
- (3) Soldiers who are former Peace Corps members will not be sent to duties in any intelligence capacity in any foreign country in which they served or were trained to serve with the Peace Corps.
- (4) Unless waived by the individual soldier, soldiers who are sole surviving family members will not be sent to an area where duties would normally involve actual combat with the enemy.
- (5) Soldiers who do not have 12 weeks of basic training or advanced military training or their equivalent will not be sent OCONUS.
- (6) Soldiers with a 3 or 4 physical profile, who have not been evaluated by an MMRB and declared deployable, will not deploy.

b. *Medical requirements.*

- (1) Pregnant soldiers will not deploy to OCONUS or with a CONUS-to-CONUS unit move.
- (2) Soldiers assigned to quarters or an MTF will not normally deploy.
- (3) Soldiers without current immunizations will not deploy.
- (4) Soldier requiring eyeglasses who do not have two (2) pair (one of which may be civilian type design) and one (1) pair protective mask lens inserts will not deploy.
- (5) Soldiers requiring a hearing aid who do not have one (1) pair with extra batteries will not deploy.
- (6) Soldiers required to wear medical warning tags will have two (2) tags worn so as to alert personnel to such conditions; otherwise, the soldier will not deploy.

c. *Legal affairs requirement.* Each soldier must have received sometime in their current enlistment/career a Geneva Convention briefing prior to deployment.

d. *Security clearance requirement.* Soldiers must meet security clearance requirements for the duty position currently held and for the deployment area of assignment, if one is required for that area or deployment duty.

e. *Training requirement.* Each soldier must be individual weapons qualified within the last 12 months prior to deployment.

Level 3—Other soldier readiness processing requirements

a. *Personnel requirements.*

- (1) The unit commander may restrict from movement soldiers who are pending discharge, separation, compassionate reassignment, etc., and under the human reliability program.
- (2) Soldiers who have submitted an application and received an approval of conscientious objector (Class 1–A–O) will not be assigned to an area where duties would normally involve the handling of weapons.
- (3) Key portions of each soldier's personnel data base information (Military Personnel Category/Code, Dependent Data, Marital Status, Date of Last PCS, DROS/DEROS, Regimental Affiliation and Homebase, Oversea Preference, AEA and Termination Date, Current and Last FST, Travel Status, CONUS Preference, and HIV Test) will be reviewed and updated.

b. *Medical requirement.* Soldiers will be current in their periodic physicals/exams.

c. *Dental requirements.*

- (1) Soldiers in dental classification 3 or 4 will be referred for dental treatment and evaluation by MMRB.
- (2) Each soldier will have a duplicate panoramic x-ray on file at the Central Photograph Storage Facility.

d. *Finance requirements.*

- (1) Soldiers will be enrolled in SUREPAY.
- (2) Soldiers will have the opportunity to initiate or change any allotments prior to movement.

e. *Legal affairs requirements.*

- (1) Each soldier pending civil felony charges will be provided assistance and may not move as a result of these charges.
- (2) Given time and other resources, power of attorney support may be provided to each soldier.
- (3) Given time and other resources, will making support may be provided to each soldier.
- (4) Soldiers may be counseled on insurance and other civil matters.

Level 4—Deployment area/mission unique soldier readiness processing requirements

a. *Personnel requirement.* Each soldier will be processed for a passport if required for deployment area.

b. *Medical requirement.* Each soldier will receive immunizations required for deployment area.

c. *Legal affairs requirement.* Each soldier will be briefed on the applicable local laws for deployment area.

d. *Training requirements.*

- (1) Soldiers will receive a terrorist briefing prior to deployment.
- (2) Family members will receive a briefing regarding soldier's deployment mission and area.

Level 5—Peacetime PCS/Transition soldier readiness processing requirements

a. *Personnel requirement.* Reassignment and outprocessing requirements will be checked in accordance with reassignment processing procedures, outprocessing procedures, and to ensure they are otherwise self explanatory.

Figure B-1. Sample briefing for reassignment—Continued

- b. *Medical requirement.* Soldiers will be given immunizations required for geographical area of future assignment.
- c. *Finance requirement.* Soldiers will settle or arrange for settlement of their debts prior to PCS.
- d. *Legal affairs requirement.* Assistance will be provided soldiers pending civil and military charges, which may result in the soldier not PCSing.
- e. *Security requirement.* Each soldier must meet security clearance requirements for future duty position and area of mission/assignment, as required in PCS special instructions.
- f. *Provost marshal requirements.*
 - (1) Soldiers will accomplish any special outprocessing such as removal of vehicle decals.
 - (2) Soldiers will ensure proper registration and storage of privately owned weapons.
 - (3) Soldiers will coordinate for the proper disposition of privately owned vehicles.
- g. *Training requirement.* Each soldier will receive a mission oriented briefing.
- h. *Logistics requirements.*
 - (1) Soldiers will coordinate for the proper disposition of household goods.
 - (2) Soldiers will be issued field equipment and clothing.

Figure B-1. Sample briefing for reassignment

Glossary

Section I Abbreviations

ACC

Army competitive category

ACS

Army Community Services

ADAPCP

Alcohol and Drug Abuse Prevention and Control Program

ADSO

active duty service obligation

AEA

assignment eligibility and availability

AERB

Army Education Requirement Board

AI

assignment instructions

AIT

advanced individual training

AMC

U.S. Army Materiel Command

AMEA

Africa and Middle East Asia

AMEDD

Army Medical Department

AOC

area of concentration

ARNG

Army National Guard

ASD

Assistant Secretary of Defense

ASI

additional skill identifier

ASVAB

Armed Services Vocational Aptitude Battery

AUTODIN

automatic digital network

AWOL

absent without leave

BASD

basic active service date

BI

background investigation

BNS1

battalion S1

BT

basic training

CASP

Civilian Acquired Skills Program

CCF

central clearance facility

CDR

commander

CG

commanding general

CGSC

Command and General Staff College

CIC

customer identification code

CMF

career management field

CMIF

career management information file

CMT

comment

COHORT

Cohesion, Operational, Readiness Training

CONUS

continental United States

CPCO

Central Port Call Office

CPRP

Chemical Personnel Reliability Program

DCII

Defense Central Index of Investigations

DCPC

direct combat probability coding

DCSPER

Deputy Chief of Staff for Personnel

DEROS

date eligible for return from overseas

DFR

dropped from rolls

DIS

Defense Investigative Service

DISCOM

division support command

DLOS

anticipated date of loss

DMOS

duty military occupational specialty

DOD

Department of Defense

DOIM

Director of Information Management

DPCA

Director of Personnel and Community Activities

DTAV

date of availability

EB

enlistment bonus

EDAS

Enlisted Distribution and Assignment System

EFID

essential format identification

EFMP

Exceptional Family Member Program

EFPO

exceptional family member point of contact

EMF

enlisted master file

ENRC

enlisted records

EPDC&L

Enlisted Personnel Directorate control and line number

EPMD

Enlisted Personnel Management Directorate

ETS

expiration term of service

FAO

foreign area officer

FEPA

Far East and Pacific Area

FID

format identifier

FORSCOM

Forces Command

FRG

Federal Republic of Germany

FST

foreign service tour

FSTE

foreign service tour extension

FTAA

family travel approval authority

GCM

general court-martial

GCMCA

general court-martial convening authority

GO

general officer

HAAP
Homebase/Advance Assignment Program

HIV
human-immunodeficiency virus

HQ
Headquarters

HQDA
Headquarters, Department of the Army

IET
initial entry training

IMA
individual mobilization augmentee

INSCOM
U.S. Army Intelligence and Security Command

IPCOT
in-place consecutive overseas tour

IRR
Individual Ready Reserve

ISA
International Security Affairs

ITT
inter theater transfer

JAGC
Judge Advocate General's Corps

JFTR
Joint Federal Travel Regulation

LAR
losing assignment response

MACOM
major Army command

M-Day
mobilization-day

MDC
movement designator code

MEB
medical evaluation board

MEDCEN
U.S. Army Medical Center

MOBTDA
mobilization table(s) of distribution and allowances

MOBTOE
mobilization table(s) of organization and equipment

MOS
military occupational specialty

MPC
military personnel class

MPD
Military Personnel Division

MPRJ
military personnel record jacket

MS3
Manpower Staffing Standards System

MTF
medical treatment facility

MTMC
Military Traffic Management Command

MTOE
modified table(s) of organization and equipment

MWOT
master warrant officer training

NAC
National Agency Check

NANA
North Africa and North Atlantic Area

NCO
noncommissioned officer

OBV
obligated volunteer officer

OCONUS
outside continental United States

OCS
Officer Candidate School

ODAS
Officer Distribution Assignment System

ODP
officer distribution plan

OFRC
officer records

OMF
officer master file

OPMD
Officer Personnel Management Directorate

ORB
officer record brief

PAS
Personnel Automation Section

PEB
Physical Evaluation Board

PEBD
pay entry basic date

PERSINS
Personnel Information Systems

PERSCOM
U.S. Total Army Personnel Command

PCS
permanent change of station

PMOS
primary military occupational specialty

POC
point of contact

POR
preparation of overseas replacements

POV
privately owned vehicle

PPA
PERSINS processing activity

PPAA
personnel plans and actions

PQR
personnel qualification roster

PRP
Personnel Reliability Program

PRSG
personnel reassignment

PSC
Personnel Service Company

PT
physical training

POW
prisoner of war

RA
Regular Army

RFO
request for orders

REFORGER
Return of Forces to Germany

RETAIN
Army Automated Reenlistment/Reclassification System

RETN
Retention and Transition work center

RM
reassignment management

ROTC
Reserve Officers' Training Corps

SAIF
SIDPERS assignment information file

SBI
special background investigation

SCI
sensitive compartmented information

SECO
G2/Security Manager

SI
special intelligence

SIDPERS
Standard Installation/Division Personnel System

SMC
special management command

SOFA
Status of Forces Agreement

SPF
SIDPERS personnel file

SQI
skill qualification identifier

SQT
skill qualification test

SRB
selective reenlistment bonus

SSC
senior service college

SSN
social security number

SMGT
Strength Management Work Center

TACC
Total Army Career Counselor

TACCS
Tactical Army Combat Service Support System

TDA
table(s) of distribution and allowances

TDY
temporary duty

TIS
time in service

TOE
table(s) of organization and equipment

TRADOC
U.S. Army Training and Doctrine Command

T/T
type transaction

USAISC
U.S. Army Information Systems Command

USAF
U.S. Air Force

USAR
United States Army Reserve

USAREC
U.S. Army Recruiting Command

VRB
variable reenlistment bonus

WOCS
Warrant Officer Candidate School

Section II Terms

All others tour—family travel

Soldiers traveling to an overseas location for a shorter tour without family. Family members may be moved at Government expense to “designated location” in CONUS. Under certain circumstances the designated location could be Hawaii, Alaska, Puerto Rico or a possession or territory of the United States.

Branch proponent

Commandant of a branch service school who is responsible for developing battlefield doctrine and procedures for developing and conducting training.

Careerist

An enlisted soldier on second or subsequent enlistment or an officer who has completed obligated commitments.

Concurrent travel

Family member travel performed at the same time the soldier travels.

Consecutive overseas tour (COT)

The PCS reassignment of a soldier between or without overseas areas.

Date eligible to return from overseas (DEROS)

A date the soldier is eligible to return from overseas upon completion of the prescribed overseas tour for the country in which serving.

Deferred travel

Family member travel when approved by the overseas commander 31–140 days after arrival of the soldier in the overseas area.

Deferment

Adjustment of a soldier’s previously announced arrival month up to 120 days as computed from the required arrival month in order to accommodate a temporary condition or situation.

Deletion

Cancellation of a soldier’s previously announced assignment instructions because the soldier is either ineligible, unqualified, or unavailable for the assignment.

Dependent

Except where stated otherwise, a person entitled to transportation at Government expense as set forth in JFTR, Chapter 5. (Synonymous with the term “family member” in this regulation.)

Dependency status

a. Acquired dependent. A family member acquired through marriage, adoption, or other action during the course of a soldier’s current overseas tour of duty. This term does not include those individual family members dependent upon the soldier or children born of a marriage that existed before commencement of the current overseas tour.

b. Command-sponsored dependents. Family members of a soldier residing with the soldier at his or her duty station OCONUS where the accompanied tour is authorized and the soldier is authorized to serve said tour, and where family members meet the following conditions:

(1) Entitled to travel to the soldier’s duty station at Government expense incident to the soldier’s PCS orders.

(2) Authorized by the appropriate authority to be at the soldier’s duty station.

(3) As a result of their residence in the vicinity of the soldier’s duty station, entitle soldier to station allowances at the “with dependents” rate.

c. Noncommand-sponsored dependents. Family members of a soldier residing with the soldier at his or her duty station OCONUS, where the accompanied tour may or may not be authorized. These family members shall not be entitled to travel to and from the soldier’s overseas duty station at Government expense. They shall not entitle the soldier to station allowances at the “with dependents” rate. These family members may be either “acquired dependents” or “individually sponsored by the soldier” into the command without endorsement by the appropriate authority. Depending on individual SOFAs, U.S. statutes, congressional guidance, DOD policy, and Military Service regulations, these family members may be denied access to certain dependent support facilities.

Dependent-restricted tour

An overseas duty station with an established tour that does not permit command sponsored family members. Also referred to as unaccompanied hardship overseas tour or remote tour.

Designated location

A location in the United States, Alaska, Hawaii, the Commonwealth of Puerto Rico, or a possession or territory of the United States named by soldiers or their family members as the place where the soldier’s family members will establish a residence until further Government transportation of family members is authorized.

Dual U.S./Turkish National

A person (including a person who is a U.S. citizen, either by birth or naturalization) who was born in Turkey, the United States, or elsewhere; of parents, one of whom was a Turkish national, and who has not obtained permission from the Turkish government to renounce his or her Turkish nationality. Under Turkish law, children born in or outside of Turkey of a Turkish father or to a

Turkish mother are Turkish nationals by birth.

Family member

Spouse, father, mother, sons, daughters, and all brothers and sisters. Father and mother include stepfather, stepmother, father or mother by adoption, or persons who have stood in the place of a parent continuously for at least five years before the family member became 21 years of age. Sons and daughters include sons and daughters by adoption. Brothers and sisters include half brothers, half sisters, stepbrothers, stepsisters, and brothers and sisters by adoption.

“Firm” officer assignment

An assignment is “firm” when an officer has been selected by the assignment manager to fill a command requisition (that is, when and where).

Flag

An abbreviated term used to describe the initiation or removal of a suspension of favorable personnel actions.

Function

A military personnel function that is the basis for single-source regulations. Functions subdivide military personnel operations in the field into manageable segments.

Functional proponent

A person, usually in a field operating agency, responsible for actually writing a functional regulation. Serves as the product manager to integrate each functional area regulation.

Hostile fire/imminent danger area

An area so designated by the Secretary of Defense, the Joint Chiefs of Staff, or the Secretary of the Military Department.

HQDA assignment authority

The authority responsible for replacement management at the HQDA level. This includes Commander, PERSCOM, The Surgeon General, The Judge Advocate General, and the Chief of Chaplains.

In-place consecutive overseas tour (IPCOT)

Upon completion of his or her initial overseas tour, to include voluntary extensions, the soldier agrees to serve another complete tour at the same duty station. No PCS movement is involved.

Intertheater consecutive overseas tour

A PCS reassignment between theaters (for example, from the Pacific to the European theater).

Intratheater consecutive overseas tour

A PCS reassignment within a particular theater (for example, from Germany to Spain).

Initial term soldier

A person serving on an initial term of active Federal military service. Persons who have

served on active duty under the Reserve Enlisted Program of 1955 (RFA-55) and the Reserve Enlistment Program of 1963 (REP-63), or who have less than 180 days of prior active Federal Service are considered as initial term soldiers; however, soldiers with prior active Federal military service (180 days or longer) as a member of one of the Armed Forces other than the Army are not considered initial term soldiers.

Joint domicile

When HQDA or the overseas MACOM approves a married Army couples request to establish a joint household.

Key billet

An overseas position of unusual responsibility, designated as such to provide an extended tour for continuity.

M-day

The date the Secretary of Defense directs mobilization based on a decision by the President or the Congress.

Military personnel

The component of personnel service support that provides military personnel support to soldiers and commanders in the field.

Nonconcurrent travel

Family member travel performed from a designated location after 140 days of the soldier's arrival in the overseas area.

Operating task

Smallest unit of work activity that has meaning to the performer. It has a beginning and an end and can be observed and measured.

Overseas MACOM commander

The senior Army commander in each overseas command.

Overseas service

Service outside CONUS or service of regularly assigned personnel aboard ocean-going vessels.

Personnel service support

A subordinate element of CSS. The management and execution of personnel related matters, including military personnel, health services, finance, legal, military policy, chaplain, PAO, postal, and morale support.

Policy

A general statement governing objectives of a functional area (within the purview of the ODCSPER policy proponent).

Policy proponent

A person on the HQDA or higher staff responsible for developing the policy statements that drive each regulation.

Principles of support

A functional objective associated with each function. They specify reason for the source

of manpower; for example, to operate a promotion system. Principles of support are applicable in peace or war.

Rule

A guideline for performing a specific task. Rules are associated with specific tasks and are maintained by the functional proponent.

Soldier

U.S. Army officers, warrant officers, and enlisted personnel.

Soldier readiness processing requirements

A set of administrative processing requirements which must be met before individual soldier or unit movement, both during peacetime and mobilization. They are HQDA policy directive in nature and are agreed upon by the Army's leadership. They pertain to the active force and the reserve force equally.

Standards of service

Statements describing how much or how well the Army expects to do the work. The intent is to describe, for the senior leaders, those major standards that drive the manpower cost in the field. Separate sets of standards exist for peace and war.

Step

The sequential subdivision of a task. It describes work at a level of detail allowing execution.

Subfunctions

The subfunction of work within functions, for example, the function of reassignments subdivides into reassignment verification, travel assistance, departure document processing.

Sustaining base

The base of personnel resources for overseas assignments. It consists of CONUS, Alaska and Hawaii.

The integrating center

The U.S. Army Soldier Support Center, for example, the organization responsible for integrating doctrine for the component elements of personnel service support.

Unit

Refers to a team, company, task force, and so forth. An organization consisting of more than one soldier.

With dependents tour—family travel

Movement of family members to the soldier's location. There are three types of with dependents tours.

a. Concurrent travel: If housing is projected to be available within 60 days of the soldier's arrival in the overseas area, family members will be authorized travel with the sponsor.

b. Deferred travel: If housing is projected to be available between 61–140 days after a soldier's arrival in the overseas area, family

members must remain at their present location until the soldier obtains housing for them in the oversea area.

c. Disapproved travel: If housing is not projected to be available within 140 days of the soldier's arrival in the oversea area, the request for family travel will be disapproved. The family will be authorized movement to a designated location in

Work Center

A clearly defined organizational element recognized by MS3 as the basis for manpower requirements.

Section III

Special Abbreviations and Terms

There are no special terms.

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MEDICAL AND DENTAL PREPARATION FOR OVERSEAS MOVEMENT

For use of this form, see AR 600-8-11; the proponent agency is DCSPER

PRIVACY ACT STATEMENT

Authority: Title 10, USC, Sections 3010, 8012 and 5031, and Title 5, USC, Section 301.
Principal Purpose: Information is required on all soldiers being reassigned overseas to determine if they meet medical and dental standards for such assignment.
Routine Uses: (1) For personnel service support; and (2) Information is primarily obtained from review of records unless assignment is to be an isolated area which requires evaluation and personal interview.
Disclosure: Disclosure of information is voluntary. If family members are required to complete medical and dental evaluation and personal interview, but refuse to do so, they will not be permitted to accompany the soldier to the oversea assignment.

1. TO		2. FROM	
3. NAME (Last, Middle, First)	4. SSN	5A. GRADE OR RANK	5B. PMOS OR AOC
6. PRESENT UNIT OF ASSIGNMENT		7. PROJECTED UNIT OF ASSIGNMENT (Include location/country)	
8. PROJECTED DUTY MOS OR AOC (9 Position Code)	9. ANTICIPATED DATE OF LOSS	10. IS MEMBER BEING ASSIGNED TO AN ISOLATED AREA AS DEFINED BY AR 40-501, PARA 5-13C? <input type="checkbox"/> Yes <input type="checkbox"/> No	

11. IF ANSWER TO ITEM 10 IS "YES" AND IF MEMBER IS REQUESTING FAMILY TRAVEL, ALL FAMILY MEMBERS WILL BE SCREENED BY THE LOCAL MEDICAL TREATMENT FACILITY FOR SPECIAL MEDICAL AND FUNCTIONAL NEEDS. ENTER NAMES OF ALL ACCOMPANYING FAMILY MEMBERS, OTHERWISE ENTER N/A.

NAME	NAME

12. LIST ANY OTHER SPECIAL MEDICAL OR DENTAL INSTRUCTIONS CONTAINED IN THE ASSIGNMENT INSTRUCTIONS

13A. NAME OF MPD/PSC REPRESENTATIVE	B. TITLE	
C. SIGNATURE	D. GRADE	E. DATE

Complete the medical and dental status portions below, return the original and one copy to the MDP/PSC within 21 calendar days of the date shown in item 13E, and forward one copy to the address in item 6.

MEDICAL STATUS

14A. PHYSICAL PROFILE SERIAL CODE (PULHES)			B. PHYSICAL CATEGORY CODE	C. MEDICAL RECORDS REVEAL THE FOLLOWING ASSIGNMENT LIMITATIONS
YES	NO	N/A	ITEM	
			15A. Does the member meet the medical fitness standards outlined in AR 40-501? (If "no" explain briefly.)	B. IF CONDITION IS TEMPORARY, EXPECTED DATE MEMBER WILL BE ELIGIBLE FOR ASSIGNMENT
			16A. Has member completed HIV screening?	B. DATE, TIME AND LOCATION OF APPOINTMENT
			17A. Is the member pregnant?	B. IF "YES", EXPECTED DATE OF DELIVERY
			18A. All active duty and reserve personnel of PCS assignment to Korea will be vaccinated with hepatitis B vaccine. Does the member require immunization?	B. IF "YES", INDICATE DATE, TIME, AND LOCATION OF APPOINTMENT
			19A. Does the member require remedial medical care?	B. IF "YES", INDICATE DATE, TIME, AND LOCATION OF APPOINTMENT
			20A. Is the member currently undergoing alcohol or drug abuse rehabilitation?	B. IF "YES", INDICATE DATE THE MEMBER ENTERED THE REHABILITATION PROGRAM
			21A. If item 10 is checked "yes", can the member be assigned to an area where medical facilities are limited or nonexistent?	B. IF "YES", THE MEMBER (and family members, if applicable) MUST BE SCHEDULED FOR A FOLLOW-UP EVALUATION OF MEDICAL STATUS WITHIN 30 CALENDAR DAYS OF THE ANTICIPATED DATE OF LOSS (Item 9). INDICATE DATE, TIME AND LOCATION OF APPOINTMENT(S)

22. Medical Records Indicate the Member Requires the Following (Check those appropriate)

REQUIRES	HAS	MISSING	ITEM	DATE, TIME AND LOCATION OF APPOINTMENT, IF NEEDED
			A. Two pairs of spectacles	
			B. Protective mask spectacle insert	
			C. Two hearing aids	
			D. Medical warning tag	

23A. NAME OF MEDICAL OFFICER			B. TITLE	
C. SIGNATURE			D. GRADE	E. DATE

DENTAL STATUS (Complete only if Item 10 is checked "Yes" or if required by item 12.)

YES	NO	24A. Is the member dentally qualified?	B. IF "NO", BRIEFLY EXPLAIN. IF CONDITION IS TEMPORARY, EXPECTED DATE THE MEMBER WILL BE ELIGIBLE FOR ASSIGNMENT
		25A. Does the member require remedial dental care?	B. IF "YES", INDICATE DATE, TIME, AND LOCATION OF APPOINTMENT
		21A. If item 10 is checked "yes", can the member be assigned to an area where dental facilities are limited or nonexistent?	B. IF "YES", THE MEMBER (and family members, if applicable) MUST BE SCHEDULED FOR A FOLLOW-UP EVALUATION OF MEDICAL STATUS WITHIN 30 CALENDAR DAYS OF THE ANTICIPATED DATE OF LOSS (Item 9). INDICATE DATE, TIME, AND LOCATION OF APPOINTMENT(S)

27A. NAME OF DENTAL OFFICER			B. TITLE	
C. SIGNATURE			D. GRADE	E. DATE

REASSIGNMENT PROCESSING

For use of this form, see AR 600-8-11; the proponent agency is DCSPER

PRIVACY ACT STATEMENT

Authority: Title 10, USC, Sections 3010, 8012 and 5031, and Title 5, USC, Section 301.

Principal Purpose: For personnel service support.

Routine Uses: (1) To request family member travel to overseas command and family housing; (2) to provide gaining commander sufficient data to make an assignment decision; and (3) to provide gaining commander sufficient data to approve or disapprove family travel.

Disclosure: Disclosure of information is voluntary. However, if not given, request for travel and housing of family members will not be approved.

PART A - PERSONNEL AND ASSIGNMENT MANAGEMENT DATA *(To be Completed by Losing MPD/PSC)*

1. TO		2. FROM	
3. NAME <i>(Last, Middle, First)</i>	4. SSN	5. GRADE	6. PMOS
6A. CURRENT UNIT/STATION		7A. REASSIGNED TO <i>(Unit/UIC/APO/Country)</i>	
6B. TELEPHONE NO. <i>(Include Area Code)</i>		7B. RSG AUTH	7C. PERS CON NO.
		7D. REPORT DATE	
8. TDY Enroute <i>(Complete only if applicable)</i>			
A. MOS/SSI/SQI/ASI.	B. PURPOSE OF TDY	C. GRAD/TERM. DATE	
9. Married Army Couples Program <i>(Complete only if joint domicile will be requested)</i>			
9A. NAME OF MILITARY SPOUSE	9B. SSN	9C. GRADE	9D. PMOS
9E. CURRENT UNIT/STATION		9E. TELEPHONE NO. <i>(Include Area Code)</i>	

PART B - HOUSING AND FAMILY TRAVEL DATA

10. I do	<input type="checkbox"/>	do not	<input type="checkbox"/>	have family members with physical, emotional, developmental or intellectual problems.
11.	<input type="checkbox"/>	I am a sole parent. <i>(Check only if applicable)</i>		
12. Application for Family Member Travel to Overseas Command <i>(Check only one)</i>				
a.	<input type="checkbox"/>	I desire concurrent travel and will accept economy quarters if government quarters are not available.		
b.	<input type="checkbox"/>	I desire concurrent travel but will not accept economy quarters.		
13. Family Members Who Will Travel to Next Permanent Duty Station <i>(If more space is needed, continue on a separate sheet.)</i>				
A. NAME <i>(Last, First, MI)</i>		B. RELATIONSHIP	C. SEX	D. DATE OF BIRTH
14. ANY RELATIVE IN GAINING OVERSEAS AREA WHERE FAMILY MEMBERS MAY RESIDE PENDING AVAILABILITY OF HOUSING AT OR NEAR DUTY STATION <i>(Include name, relationship, address and phone number).</i>				
15A. ADDRESS WHERE MY FAMILY IS CURRENTLY LOCATED		16A. ADDRESS WHERE MY FAMILY MAY BE CONTACTED WHILE ON LEAVE		
15B. TELEPHONE NO. <i>(Include Area Code)</i>		16B. TELEPHONE NO. <i>(Include Area Code)</i>		
17. The soldier is administratively qualified and available for assignment. Control sheets/forms prescribed by the regulation <i>(or their equivalents)</i> have been completed. A request for deletion or deferment is <input type="checkbox"/> anticipated <input type="checkbox"/> not anticipated.				
17A. SOLDIER'S SIGNATURE		17B. MPD/PSC OFFICIAL'S SIGNATURE		17C. DATE

REASSIGNMENT PROCESSING

For use of this form, see AR 600-8-11; the proponent agency is ODCSPER

PRIVACY ACT STATEMENT

Authority: Title 10, USC, Sections 3010, 8012 and 5031, and Title 5, USC, Section 301.

Principal Purpose: For personnel service support.

Routine Uses: (1) To request family member travel to overseas command and family housing; (2) to provide gaining commander sufficient data to make an assignment decision, and (3) to provide gaining commander sufficient data to approve or disapprove family travel.

Disclosure: Disclosure of information is voluntary. However, if not given, request for travel and housing of family members will not be approved.

PART A - PERSONNEL AND ASSIGNMENT MANAGEMENT DATA (To be Completed by Losing MPD/PSC)

1. TO		2. FROM	
3. NAME (Last, Middle, First)	4. SSN	5. GRADE	6. PMOS
6A. CURRENT UNIT/STATION		7A. REASSIGNED TO (Unit/UIC/APO/Country)	
6B. TELEPHONE NO. (Include Area Code)		7B. RSG AUTH	7C. PERS CON NO.
		7D. REPORT DATE	
8. TDY Enroute (Complete only if applicable)			
A. MOS/SSI/SQ/ASI	B. PURPOSE OF TDY		C. GRAD/TERM. DATE
9. Married Army Couples Program (Complete only if joint domicile will be requested)			
9A. NAME OF MILITARY SPOUSE	9B. SSN	9C. GRADE	9D. PMOS
9E. CURRENT UNIT/STATION		9F. TELEPHONE NO. (Include Area Code)	

PART B - HOUSING AND FAMILY TRAVEL DATA

10. I do	<input type="checkbox"/>	do not	<input type="checkbox"/>	have family members with physical, emotional, developmental or intellectual problems.
11.	<input type="checkbox"/>	I am a sole parent. (Check only if applicable.)		
12. Application for Family Member Travel to Overseas Command (Check only one)				
a.	<input type="checkbox"/>	I desire concurrent travel and will accept economy quarters if government quarters are not available.		
b.	<input type="checkbox"/>	I desire concurrent travel but will not accept economy quarters.		
13. Family Members Who Will Travel to Next Permanent Duty Station (If more space is needed, continue on a separate sheet.)				
A. NAME (Last, First, MI)	B. RELATIONSHIP	C. SEX	D. DATE OF BIRTH	E. CITIZENSHIP
14. ANY RELATIVE IN GAINING OVERSEAS AREA WHERE FAMILY MEMBERS MAY RESIDE PENDING AVAILABILITY OF HOUSING AT OR NEAR DUTY STATION (include name, relationship, address and phone number)				
15A. ADDRESS WHERE MY FAMILY IS CURRENTLY LOCATED		16A. ADDRESS WHERE MY FAMILY MAY BE CONTACTED WHILE ON LEAVE		
15B. TELEPHONE NO. (Include Area Code)		16B. TELEPHONE NO. (Include Area Code)		
17. The soldier is administratively qualified and available for assignment. Control sheets/forms prescribed by the regulation (or their equivalents) have been completed. A request for deletion or deferment is <input type="checkbox"/> anticipated <input type="checkbox"/> not anticipated.				
17A. SOLDIER'S SIGNATURE		17B. MPD/PSC OFFICIAL'S SIGNATURE		17C. DATE

REASSIGNMENT STATUS AND ELECTION STATEMENT

For use of this form, see AR 600-8-11, the proponent agency is ODCSPER

PRIVACY ACT STATEMENT

Authority: Title 10, USC, Sections 3010, 8012 and 5031, and Title 5, USC, Section 301.
Principal Purpose: For personnel service support.
Routine Uses: (1) To conduct initial screening of reassignment cycle to determine soldier's eligibility to comply; and (2) basis for initiating specific assignment processing (*deletion/deferments; additional service; or any other special processing required*).
Disclosure: Disclosure of information is voluntary. However, failure to disclose this data may result in unnecessary hardship on the soldier and/or family members. Failure to disclose data will not automatically exempt soldier from selected reassignment.

PART I - MILITARY PERSONNEL DIVISION/PERSONNEL SERVICE COMPANY

INSTRUCTIONS: The Military Personnel Division/Personnel Service Company will answer all the questions in Part I (Sections A, B, and C) after comparing the EDAS Cycle with the Personnel Qualification Record (DA Form 2A) of the soldier. A checkmark in any of the "Yes" blocks will require a comment in the "Remarks" block indicating the reason for further action, review, or possible removal from this assignment. If a question does not apply, check the "N/A" block. This form pertains to enlisted soldiers only.

1. NAME	2. SSN	3. GRADE	4. PMOS	5. ASI
6. CONTROL LANGUAGE	7. CURRENT UNIT		8. CURRENT UPC	
9. GAINING UNIT	10. EDAS CYCLE NO		11. TODAY'S DATE	
12. ARRIVAL DATE	13. AI MOS	14. AI ASI	15. AI LANGUAGE	

Section A - Special Management Command Status

	YES	NO	N/A
16. Is the soldier being assigned to a special management command (table 2-5)?			

Section B - General Eligibility Status

17. Is the soldier currently assigned to another installation?			
18. Has the soldier already received assignment instructions from which he/she has not been officially deleted?			
19. Does the soldier have less than 120 days notice to prepare for this assignment?			
20. Will the soldier be reassigned during the same fiscal year of his/her last "cost" PCS?			
21. Will the soldier be reassigned before completing at least 12 months at his/her current duty station?			
22. Will the soldier's stabilization period terminate after the assignment arrival date?			
23. Does the soldier's PULHES contain a "3" or "4"?			
24. Does the soldier's PMOS differ from the assignment MOS?			
25. Are the special qualifications required for this assignment different from those currently possessed by the soldier?			
26. Are the prerequisites for TDY schooling or training required for this assignment different from those currently possessed by the soldier?			
27. Are the PRP requirements for this assignment different from those currently possessed by the soldier?			

Section C - Time in Service Requirements Status

28. Will the soldier who is being reassigned from CONUS to CONUS have less than 24 months service remaining (as of the last day of the arrival month) until his/her ETS?			
29. Will the initial term soldier have insufficient service remaining (as of the last day of the arrival month) to complete at least the "all others" tour prior to ETS upon arrival in the gaining overseas area?			
30. Will the career soldier have sufficient service remaining (as of the last day of the arrival month) until his/her ETS to serve the "all others tour" for the overseas area?			
31. Will the soldier who is being reassigned from OCONUS (long tour area) to CONUS have less than 13 months service remaining from his/her DEROS until his/her ETS?			
32. Will the soldier who is being reassigned from OCONUS (short tour area) to CONUS have less than 7 months service remaining from his/her DEROS until his/her ETS (less Johnston Island and Enewetak)?			
33. Will the soldier be reassigned prior to the completion of his/her Foreign Service Tour Extension (FSTE)?			
34. Is the soldier's DEROS after the assignment arrival date?			

35. REMARKS (Annotate any additional information or discrepancies)

36a. REASSIGNMENT CLERK'S SIGNATURE

36b. DATE

PART II - BATTALION STATUS

INSTRUCTIONS: The Battalion S1 will answer all the questions in Part II (*Sections D and E*). A checkmark in any of the "Yes" blocks will require a comment in the "Remarks" block indicating the reason for further action, review, or possible removal from this assignment. If a question does not apply, check the "N/A" block. The Battalion S1 must sign the completed statement and return it to the MPD/Personnel Service Company with the completed *Soldier Status and Election Statement* attached.

1. NAME	2. SSN	3. GRADE	4. PMOS	5. ASI
6. CONTROL LANGUAGE	7. CURRENT UNIT			8. CURRENT UPC
9. GAINING UNIT		10. EDAS CYCLE NO.		11. TODAY'S DATE
12. ARRIVAL DATE	13. AI MOS	14. AI ASI		15. AI LANGUAGE

Section D - Duty Status

	YES	NO	N/A
37. Is the soldier currently attached to another installation for the purpose of processing a personnel action?			
38. Is the soldier currently assigned to another unit?			
39. Is the soldier currently assigned to a unit scheduled for permanent overseas deployment (other than unit TDY movement such as REFORGER)?			
40. Is the soldier in an AWOL status?			
41. Is the soldier presently confined?			
42. Is the soldier currently TDY from his/her home station and not scheduled to return at least 60 days prior to the first day of the arrival month?			
43. Is the soldier presently undergoing any medical or dental treatment that would prevent this reassignment?			
44. Is the soldier awaiting court or trial appearance as a defendant?			

Section E - Pending Action Status

45. Is the soldier pending an early release from active duty?			
46. Is the soldier pending a Medical Evaluation Board (MMRB/PEB)?			
47. Is the soldier pending a PMOS reclassification?			
48. Is the soldier under suspension of favorable personnel actions (FLAGGED)?			
49. Is the soldier enrolled in Phase III of the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP)?			
50. Is the soldier scheduled for any schooling not in conjunction with this assignment?			
51. Has the soldier applied for specialized training?			
52. Is the soldier being delayed from complying with these assignment instructions due to administrative processing errors?			
53. Are there any circumstances not listed above that would preclude the soldier from complying with these assignment instructions?			

54. REMARKS (Annotate any additional information or discrepancies.)

55a. BATTALION S1 SIGNATURE

55b. DATE

PART III - SOLDIER STATUS AND ELECTION STATEMENT

INSTRUCTIONS: You will answer all the questions in Part III (Sections F and G). A checkmark in any of the "Yes" blocks will require a comment in the "Remarks" block indicating the reason for further action, review, or possible removal from this assignment. If a question does not apply, check the "N/A" block. You must sign the completed statement and return it to the Battalion S1.

1. NAME	2. SSN	3. GRADE	4. PMOS	5. ASI
6. CONTROL LANGUAGE	7. CURRENT UNIT			8. CURRENT UPC
9. GAINING UNIT		10. EDAS CYCLE NO.		11. TODAY'S DATE
12. ARRIVAL DATE	13. AI MOS	14. AI ASI		15. AI LANGUAGE

Section F - Personal Status

	YES	NO	N/A
56. Do you have an approved retirement date?			
57. If you are being assigned to an airborne position, do you wish to terminate your airborne status?			
58. Are you being assigned to a duty or an area for which you have a reassignment restriction for the reason of prior sensitive duty assignment?			
59. Do you have an enlistment or reenlistment commitment for other than the areas of this assignment?			
60. Are you a pregnant soldier?			
61. Are you a sole parent or married to an Army soldier?			
62. Is your spouse pregnant?			
63. Do you have an extreme family situation that meets the requirements outlined in table 2-1, AR 600-8-11?			

Section G - To and From OCONUS Status

64. Do you have any family members with a physical, emotional, developmental or intellectual disorder who are not enrolled in the Exceptional Family Member Program?			
65. Have you failed to complete initial entry training (12 weeks military training or its equivalent) required before your overseas movement?			
66. If you have received assignment instructions to Turkey, are you or your spouse a Turkish or dual U.S. Turkish national?			
67. Are you being reassigned overseas to a country where you committed a crime that resulted in civil or military imprisonment or conviction by a foreign tribunal?			
68. Are you being involuntarily reassigned to an unaccompanied short tour area following 12 cumulative months TDY during a 24-month period?			
69. Do you desire to report in early to the gaining oversea command?			
70. If you have received assignment instructions to a dependent restricted area (short tour area), do you want to participate in the Homebase Assignment Program?			
71. If you have received assignment instructions to a dependent restricted area (short tour area), do you want to participate in the Advanced Assignment Program?			

72. REMARKS (Annotate any additional information or discrepancies.)

73a. SOLDIER'S SIGNATURE	73b. DATE
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PART IV - WARTIME STATUS

INSTRUCTIONS: You will answer all the questions in Part IV (Section H). A checkmark in any of the "Yes" blocks will require a comment in the "Remarks" block indicating the reason for further action, review, or possible removal from this assignment. If a question does not apply, check the "N/A" block. You must sign the completed statement and return it to the Battalion S1.

1. NAME	2. SSN	3. GRADE	4. PMOS	5. ASI
6. CONTROL LANGUAGE	7. CURRENT UNIT			8. CURRENT UPC
9. GAINING UNIT		10. EDAS CYCLE NO		11. TODAY'S DATE
12. ARRIVAL DATE	13. AI MOS	14. AI ASI	15. AI LANGUAGE	

Section H - Personal Status

	YES	NO	N/A
74. Have you applied for Conscientious Objector status?			
75. Are you a sole surviving son or daughter?			
76. Are you being reassigned to a hostile fire area and have immediate family members whose service in that area resulted in death, disability, missing in action, or prisoner of war status?			
77. Are you a former Peace Corps member being reassigned to the country in which you have served?			
78. Are you a former Prisoner of War or Hostage being reassigned to the country where you were held captive?			
79. Have you been hospitalized at least 30 days outside a hostile fire area due to a wound received in that area?			
80. REMARKS (Annotate any additional information or discrepancies.)			

81a. SOLDIER'S SIGNATURE

81b. DATE

OVERSEAS TOUR ELECTION STATEMENT

For use of this form, see AR 600-8-11; the proponent agency is ODCSPER

PRIVACY ACT STATEMENT

Authority: Title 10, USC, Sections 3010, 8012 and 5031, and Title 5, USC, Section 301.
Principal Purpose: For personnel service support.
Routine Uses: (1) To conduct initial screening of reassignment cycle to determine soldier's eligibility to comply; and (2) basis for initiating specific assignment processing (*deletion/deferments; additional service; or any other special processing required*).
Disclosure: Disclosure of information is voluntary. However, failure to disclose this data may result in unnecessary hardship on the soldier and/or family members. Failure to disclose data will not automatically exempt soldier from selected reassignment.

INSTRUCTIONS: Prepare this form in two copies. Place the original in the Action Pending section of the soldier's MPRJ and place the copy in the soldier's Reassignment File.

1. NAME	2. SSN	3. GRADE/RANK
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4. FOR ALL SOLDIERS

Having been advised that I am scheduled for a permanent change of station assignment _____, I understand that I must elect to serve either an "all others" or a "with dependents" tour.

If I elect to serve the "all others" tour, I understand that Government transportation of my family members to or from my overseas duty station will not be authorized during the tour. I also understand that if my family members travel at their own expense to reside at or near the area of my assignment (*except for a visit for a period not exceeding 3 continuous months*), I will no longer be entitled to Family Separation Allowance. I also understand that under this tour election, I am authorized movement of my family members to a designated location at Government expense. However, after my family members make a move to a designated location at Government expense, I cannot request to change my tour to the "with dependents" tour in order to request movement of my family members to my overseas area unless extreme personal problems arise which are fully documented.

AND

If I elect to serve the "with dependents" tour, I understand I am not authorized to move my family members and/or household goods to a designated location in CONUS. I understand that I must apply promptly for concurrent travel of my family members in order to receive Family Separation Allowance in the event concurrent travel is not approved. I understand that, if concurrent/deferred travel is not approved, I may apply for nonconcurrent travel for my family members after I arrive in my overseas area, if I am able to obtain suitable quarters, or I may elect to have my family members remain in CONUS. I understand I must have sufficient remaining service to complete the "with dependents" tour length requirements upon my arrival in the overseas area. If not, I will be required to serve an "all others" tour and will not be entitled to Government transportation of my family members to my overseas duty station.

5. FOR INVOLUNTARY EXTENSION

I further understand that I will be involuntarily extended in the overseas command if:

I am an obligated volunteer officer (OBV) and do not wish to extend my Active Duty Service Obligation and the end date of my ADSO follows my date eligible for return from overseas (*DEROS*) within 11 months (*long tour area*) or six months (*short tour area*).

I will be returned to the continental U.S. (*CONUS*) transition point in sufficient time to process my separation. To be reassigned to CONUS at my normal DEROS, I must be eligible for and take action to acquire sufficient service to have the required months remaining at DEROS.

6. FOR ALL ARMY SOLDIERS MARRIED TO OTHER ARMY SOLDIERS

I have been briefed and understand the joint domicile

7. FOR USAR OBV OFFICERS

I understand that if I currently have insufficient remaining service to complete the "with dependents" tour, that by electing the "with dependents" option below, I am concurrently volunteering herewith to extend my ADSO until completion of the prescribed tour.

8. FOR ALL SOLDIERS

Regarding my option to elect either the "all others" or the "with dependents" tour, I choose the following actions, to include any additional involuntary extended time in the overseas command.

- a. ☐ I elect to serve a tour for a period _____ months in an "all others" status.
b. ☐ I elect to serve a tour for a period _____ months in an "with dependents" status.

9. SIGNATURE OF SOLDIER	10A. SIGNATURE OF WITNESS	B. DATE
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Unclassified

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PIN: 067912-000

DATE: 01-04-99

TIME: 07:55:33

PAGES SET: 142

DATA FILE: ar600811.fil

DOCUMENT: AR 600-8-11

DOC STATUS: NEW PUBLICATION